



COLLEGE OF  
**PSYCHOLOGISTS**  
OF ONTARIO

# MEETING OF THE COLLEGE COUNCIL

## 2024.04

**DATE: JUNE 14, 2024**

**TIME: 9:00AM - 3:00PM**

**LOCATION: TO BE HELD VIRTUALLY**

110 Eglinton Avenue West, Suite 500  
Toronto, Ontario, Canada M4R 1A3  
T: 416.961.8817 1.800.489.8388  
F: 416.961.2635 [www.cpo.on.ca](http://www.cpo.on.ca)



# COUNCIL MEETING AGENDA

## 2024.04

**JUNE 14, 2024**

**9:00AM to 3:00PM**

AGENDA ITEM	TOPIC	ACTION	PAGE #	STRATEGIC DIRECTION*
<b>.00</b>	<b>CALL TO ORDER &amp; LAND ACKNOWLEDGEMENT</b>			
.00A	Welcome of New and Returning Council Members ( <i>T. DeBono</i> )	--	--	--
.00B	Election of Executive Committee and Officers	<b>Decision</b>	<b>4</b>	<b>S3</b>
<b>.01</b>	<b>APPROVAL OF AGENDA &amp; MINUTES</b>			
.01A	Review & Approval of Agenda ( <i>To Be Determined, TBD</i> )	<b>Decision</b>	<b>2</b>	
.01B	Declarations of Conflicts of Interest ( <i>TBD</i> )	<b>Discussion</b>	--	
.01C	Review & Approval of Minutes ( <i>TBD</i> )	<b>Decision</b>	<b>12</b>	
	a) Council Meeting 2024.02 March 21, 2024		--	
	b) In-Camera Council Meeting 2024.02 March 21, 2024 - Salary Scales <sup>1</sup>		--	
	c) In-Camera Council Meeting 2024.02 March 21, 2024 - Registrar's Performance Review <sup>2</sup>		<b>18</b>	
.01D	Review of Action List ( <i>TBD</i> )	<b>Discussion</b>	<b>21</b>	
.01E	Council Meeting Evaluation Review ( <i>TBD</i> )	<b>Discussion</b>	<b>23</b>	
<b>.02</b>	<b>CONSENT AGENDA ITEMS</b> Information			
.02A	Committee/Working Group Reports		--	--
	(1) Executive Committee Report		<b>25</b>	
	(2) Discipline Committee Report		<b>27</b>	
	(3) Quality Assurance Committee Report		<b>29</b>	
	(4) Client Relations Committee Report		<b>31</b>	
	(5) Fitness to Practice Committee Report		<b>32</b>	
	(6) Finance & Audit Committee Report		<b>33</b>	
	(7) Equity, Diversity, and Inclusion Working Group Report		<b>37</b>	
	(8) ABA Working Group Report		<b>38</b>	
	(9) Jurisprudence and Ethics Examination Committee Report		<b>40</b>	
.02B	Staff Presentations		<b>43</b>	--
<b>.03</b>	<b>POLICY ISSUES</b>			
.03A	Telepsychology Memorandum of Understanding (MOU) with Manitoba ( <i>T. DeBono</i> )	<b>Decision</b>	<b>44</b>	<b>S1, S3</b>

<sup>1</sup> Materials not included in Public Package – Personnel Matter

<sup>2</sup> Materials not included in Public Package – Personnel Matter

AGENDA ITEM	TOPIC	ACTION	PAGE #	STRATEGIC DIRECTION*
.03B	Telepsychology Memorandum of Understanding (MOU) with British Columbia (B.C.) – Oral Report <i>(T. DeBono)</i>	Information	--	S1, S3
.03C	Review of <i>Policy - III F - 2 Reserve Funds</i> <i>(T. DeBono)</i>	Decision	46	S4
.03D	Proposed Amendments to the College Policies and Procedures Manual in Anticipation of ABA <i>(T. DeBono)</i>	Decision	49	S3
.03E	Equity, Diversity, and Inclusion (EDI) Working Group Report– Health Equity Impact Assessment <i>(T. DeBono)</i>	Decision	76	S1, S4
<b>.04</b>	<b>BUSINESS ISSUES</b>			
.04A	President’s Report <i>(W. Towers)</i>	Information	81	S1
.04B	Registrar & Executive Director’s Report <i>(T. DeBono)</i>	Information	83	S1
.04C	Registration Committee Quarterly Report <i>(P. Bieling)</i>	Information	85	S1
.04D	Inquiries, Complaints and Reports Committee Quarterly Report <i>(Z. Yetnikoff)</i>	Information	88	S1
.04E	Directors of Clinical Training Programs Meeting Report – Oral Report <i>(P. Bieling)</i>	Information	--	S3
.04F	Interim Appointments of Behaviour Analysts to Council and Committees 2024-2025 <i>(T. DeBono)</i>	Decision	92	S3
.04G	College By-Laws: Additional Proposed Amendments to Include ABA <i>(T. DeBono)</i>	Decision	97	S3
.04G	Appointment of Signing Officers <i>(T. DeBono)</i>	Decision	109	S4
<b>.05</b>	<b>STRATEGIC ISSUES</b>			
.05A	Strategic Direction Implementation: Chart Update <i>(T. DeBono)</i>	Discussion	110	All
<b>.06</b>	<b>OTHER BUSINESS</b>			
.06A	Next Council Meeting: <ul style="list-style-type: none"> <li>Friday, September 27, 2024 (In-Person)</li> </ul> Training Day: <ul style="list-style-type: none"> <li>Thursday, September 26, 2024 (In-Person)</li> </ul>	Information	--	--
.06B	Proposed Next Council Meeting: <ul style="list-style-type: none"> <li>Friday, December 13, 2024</li> </ul>	Decision	--	--
<b>.07</b>	<b>ADJOURNMENT</b>			

Strategic Direction Reflection:

S1 - Excellence in Care

S2 - Membership Engagement

S3 - Innovation in Regulation

S4 - Continuous Quality Improvement Culture

---

## BRIEFING NOTE

2024.04.00B

---

### JUNE 2024 COUNCIL MEETING

## EXECUTIVE COMMITTEE ELECTIONS 2024-2025

### STRATEGIC DIRECTION REFLECTION

*Innovation in Regulation*

---

### PROCEDURE

The first order of business at the Council meeting of June 14, 2024 will be the election of the Executive Committee for 2024-2025. The elections are administered by the Registrar.

As set out in *By-law 21: Committee Composition* [21.1(1)]:

The Executive Committee shall be composed of:

- (a) four members of the Council who are members of the College;
- (b) both titles shall be represented among the members in section (a); and,
- (c) two members of the Council appointed to the Council by the Lieutenant Governor in Council

Given that the Council meeting is being held by Zoom, the procedure for the Executive Committee Elections necessarily will be conducted virtually.

The College has received nominations for all positions on the Executive Committee. In keeping with Section 4.7 of *By-law 4: Election of Members of the Executive Committee* further nominations are only accepted if there is no nominee for a position. Therefore, all of the positions will be acclaimed as shown below.

---

### CANDIDATES FOR POSITIONS

President:	Ian Nicholson	Acclaimed
Vice-President:	Peter Bieling	Acclaimed
Public Member of Council:	Paul Stopciati	Acclaimed
	Scott Warnock	Acclaimed
Member of the College:	Glenn Webster	Acclaimed
	Fred Schmidt	Acclaimed

As required by *By-law 4: Election of Members of the Executive Committee* each candidate has provided a biographical statement and candidate statement. These are attached.

---

**ATTACHMENTS**

Biographical Statement and Candidate Statements (presented alphabetically)

- Bieling, Peter
- Nicholson, Ian
- Schmidt, Fred
- Stopciati, Paul
- Warnock, Scott
- Webster, Glenn

---

**CONTACT FOR QUESTIONS**

Dr. Tony DeBono, MBA, Ph.D., C.Psych.

Registrar & Executive Director

---

## EXECUTIVE COMMITTEE STATEMENT OF INTEREST

---

### **Peter Bieling, Ph.D., C.Psych.- Professional Member, Vice-President**

#### Biography

I completed my B.Sc, (Hons) at the University of Victoria, M.A. and Ph.D. at the University of British Columbia and residency at Centre for Addiction and Mental Health, University of Toronto. Not having had quite enough of the academy, I then completed a fellowship at the University of Pennsylvania and the Beck Institute. In 1998 I took a position as a staff psychologist at St. Joseph's Healthcare Hamilton and was licensed through the CPO in 1999. I have had a now 25 year career --all that has all unfolded at St. Joseph's Healthcare and within the Department of Psychiatry and Behavioural Neurosciences of McMaster University. Despite this evidently simple, maybe boring, career trajectory I have been lucky to be involved in a variety of domains and opportunities including the science of clinical psychology, quality improvement efforts, education and training, and administrative leadership. Having trained in a scientist-practitioner framework for my Ph.D., I completed a clinical and research fellowship at the University of Pennsylvania under Dr. Aaron T. Beck in CBT research and practice. My graduate school and fellowship set me on a path that has included both treatment related research and dissemination related activities. I have also played an important role in disseminating CBT and MBCT within my own institution and the field at large, as well as being a co-investigator on a number of trials related to CBT. I coordinated CBT training for the psychiatry residency program at McMaster, have taught in the continuing education program for over 20 years, and have received three teaching awards. I have also co-authored four books related to CBT, one of which is considered the current gold standard for provision of CBT in a group format and has been translated into several different languages. A second edition of this book was published in 2022. For the 20+ years I was a manager and then director at my hospital and in 2018 became VP for the mental health and addiction. I had administrative responsibility for the second largest mental health and addiction program in Ontario (360+ beds, and well over \$100 million budget), including through 2 years of the COVID pandemic. I have also been active in national organizations promoting mental health care (e.g., I sat on the Board of the Canadian Psychological Association and chaired the Clinical Section). These roles have allowed me to bring my experience as a scientist and clinician to bear in making important leadership decisions around these services. During that time, I was also involved in the creation of a clinical psychology graduate training program that brought clinical training to McMaster University for the first time in its history. In 2022 I took something of a step back and now work as a clinical consultant--the main thrust of the work is to train a cadre of new therapists in CBT within the Ontario Structured Psychotherapy Program. I also co-own a small private practice for over 20 years in Hamilton Ontario.

#### Candidate Statement

Having been appointed to the CPO council as an academic member in 2023 has been something of a revelation--expectation has not met facts on ground. On reflection, when I was joining initially council initially it was to try to be a useful, but slightly staid cog, in the clockwork wheel of professional regulation. A routine role in which I might give something back to a profession that has given me much, and that I would serve a useful but also slightly unremarkable turn doing what, to my mind, the CPO has always done and needed to do. Regulate the profession, protect the public. Simple! I have been surprised therefore to find that are important cross-roads at CPO, ranging from the addition of Applied Behavior Analysts to important questions about the limits of speech related to our profession, to the need for regulation to address substantial supply problems and EDI in the field. I believe serving in the role of Vice-President of CPO will allow me to make a more substantive contribution to these discussions and decisions. Indeed, I think that the themes I have always cared about most in my career (How can we best help? How do we minimize harm? and What defines our professional identities?) are my questions and central to where CPO finds itself. I have also come to respect and appreciate the depth of contribution made by other members of the CPO council, the tireless staff, and our registrar who I know is also keen to take the profession in a direction that is reflective of the current pressures and opportunities. Decision making at CPO is rightly a group effort, but I hope to be able to provide my experiences and perspective if allowed to do so.

---

## EXECUTIVE COMMITTEE STATEMENT OF INTEREST

---

### **Ian Nicholson, Ph.D., C.Psych.- Professional Member, President**

#### Biography

Thank you for the opportunity to introduce myself. I have been registered for independent practice with the College of Psychologists of Ontario since 1994 and am currently authorized to practice in the areas of Clinical Psychology and Health Psychology and to practice with Children, Adolescents, and Adults. While born and raised in Sault Ste. Marie, I completed my Psychology Baccalaureate, Masters, and Doctoral training at Western University and have spent most of my career in hospital psychology at London Health Sciences Centre (LHSC) – although I have been fortunate to have brief stints in chronic pain rehabilitation at St. Joseph’s Health Care, London and as the Director of the University of Waterloo’s Centre for Mental Health Research in their Department of Psychology. For most of the last 25 years, I have been the Manager for Psychology at LHSC.

Throughout my career, I have also focused on teaching and training, including current Western University appointments as Assistant Professor (part-time, limited duties) in the Faculty of Education, Lecturer/Adjunct Faculty in the Department of Psychology, and Associate Professor (part-time) in the Schulich School of Medicine and Dentistry’s Department of Psychiatry. I was the Psychology internship director at LHSC (1997-2007) and have been a Consulting Editor on the APA/APPIC journal “Training and Education in Professional Psychology” since 2008. I was on the CPA Accreditation Panel (1999-2005) and had the good fortune to serve numerous times as an accreditation site visitor and chair. I also co-chaired the 2019 CPA “National Conference on the Future of Professional Psychology Training in Canada”.

In my career, I have also been able to serve in many roles on numerous committees and working groups for both the Ontario and Canadian Psychological Associations and have been chosen to serve as President of both professional associations.

However, I have always maintained an ongoing link with professional regulation. With our College, I have served on the (now defunct) Government Relations Committee (1999-2000), our Registration Committee (2009-2011), our Jurisprudence and Ethics Examination Committee (2002-2017) including serving as Chair (2009-2016), and currently serve on our Inquiries, Complaints, and Reports Committee (ICRC), Discipline Committee, and chair the Fitness to Practice Committee. I have also served on College Task Forces on Supervision and Delegation (2008-2009) and Internship and Training Issues in Ontario (2010-2011). I have been an oral examiner starting in 2004 and have served our College as a peer reviewer and as a coach. With the Association of State and Provincial Psychology Boards (ASPPB), I was on the EPPP Item Development Committee (2004-2011), have served on the EPPP Examination Committee since 2012, and served as its chair since 2018. I also currently serve on the ASPPB Committee of Exam Chairs.

#### Candidate Statement

While our College Council has had several challenges over the years, its work in the next few years will be its most demanding since our shift from the Ontario Board of Examiners in Psychology during 1991 through 1994. Our newly expanded role to become the College of Psychologists and Behaviour Analysts of Ontario will require our College Council to question many of our current systems and structures that have developed in recent decades in its work of protecting the public. I believe my experiences in leadership with different psychology professional and regulatory organizations, and my experiences working in supporting our College, will allow me to actively support our Council during this unique and important period of transition as its President.

---

## EXECUTIVE COMMITTEE STATEMENT OF INTEREST

---

### **Fred Schmidt, Ph.D., C.Psych.- Professional Member**

#### Biography

I graduated from the University of Windsor Clinical-Child program in 1991 and moved to Thunder Bay where I began work at Children's Centre Thunder Bay, a community-based child development and mental health centre. From 1991 to 2014, I worked in many different frontline clinical roles including outpatient assessment and treatment, assessing youth in the youth justice system, and 14 years of consultation to the child welfare and court system completing parent capacity assessments. Over that time, I expanded my competencies to include forensic work and added adults to my original training with children, adolescents, and families. In the past 10 years, I continued my role at the Children's Centre in a senior Director role, supporting overall clinical services, serving as Privacy Officer and psychology practice lead, and overseeing Continuous Quality Improvement (CQI) practices. In 2021, I became certified as a Lean Black Belt practitioner and actively supported Lean CQI practices across the agency. Implementing CQI and Lean practices across a multi-discipline organization was a wonderful learning experience and demonstrated to me the power of groups to enact change and enhance organizational performance. Most recently, in March 2024, I moved to a part-time position at Children's Centre Thunder Bay and will continue to be involved in clinical and CQI work. This transition has given me the freedom to dedicate more time to other professional work including private practice, teaching, and research. I strongly adhere to the scientist-practitioner model of our profession and have actively incorporated science and research into my career and work. I have taught both graduate and undergraduate courses at Lakehead University over the past 20 years and have continuously worked with students conducting research and supervising clinical placements. Applying our science to the realities of clinical practice is rewarding but requires flexibility and creativity. It has shaped my view of evidence-based practice and the challenges involved in applying, adapting, and tailoring our existing knowledge to the unique and individual needs of every client. I have also been very fortunate to have had multiple past and current opportunities to be involved with the College. My first involvement with the College involved participation as an Oral Examiner, which I have done regularly over the past 10 years. In addition, between the years of 2014 and 2022, I served on the Inquiries, Complaints, and Reports Committee for a total of six years. More recently, over the past two years, I have been a member of Council and have had new learning opportunities by serving on the Registration committee. I have also had exposure to the work of the Discipline and Client Relations committees. It has been an honour to be a small part of supporting these professional activities and has motivated me to continue to assist in the important work of the College.

#### Candidate Statement

I have served on council executive over the past year and would like to continue in this role. My past professional experiences and current work with the College have increased my desire to continue to contribute to our profession through the work of the Council and Executive. My wish is to bring my various background experiences involving frontline clinical work, senior leadership, CQI, mentoring students, and research practice to the work of the Executive and the important decisions facing the College over the next year. I am committed to upholding the high standards of our profession and the College and look forward to the opportunity to work closely with others to accomplish this end. Thank you for considering me in this possible role on the Executive.



---

## EXECUTIVE COMMITTEE STATEMENT OF INTEREST

---

### **Paul Stopciati - Public Member**

#### Expression Of Interest

I am writing to express my interest in serving another term on the Executive Committee of the Council of the College of Psychologists of Ontario. I recognize that such a position requires strong analysis and decision-making skills, and effective management of direct reports. These are all skills that I have demonstrated throughout my 39-year career. Based on my past experience, I know I can contribute my knowledge and work as a team member for the betterment of the Council and the College of Psychologists.

#### Biography

Paul is an accomplished professional with over 38 years of experience managing and driving high performance across multiple industries, including diverse roles in sales and senior management with Nabob Foods, Richelieu Hardware, and Bristol Myers-Squibb. In 2003 he moved into entrepreneurship and founded PES Commercial Cleaning Ltd. to advance commercial fire safety among a broad client base.

Paul was instrumental in the success of two fundraising events for local causes while serving on the Board of Directors of the Northern Cancer Research Foundation. He was a founder of the Strokes for Hope Golf Classic, a charity tournament that raised over \$300,000 for cancer research over five years under his chairmanship. He also served as chair of the NHL Oldtimers' Hockey Game for four years. He has also served with other community organizations, including the Sudbury-Manitoulin Alzheimer Society and the Sunrisers Rotary Club. Paul has been heavily involved in public safety work; he was appointed by the provincial government to the Greater Sudbury Police Services Board for a three-year term. He is a former member of the Ontario Provincial Police's Auxiliary Unit (Auxiliary Constable) as well as founding member Rainbow District Crime Stoppers.

In 2011, Paul was appointed to the Greater Sudbury Public Library Board. As a member of the Board, he oversaw the successful construction of the new South End Branch, which opened in July 2012, and the feasibility study of a new main branch downtown which is now under review.

Most recent, on April 8, 2020 Paul was appointed to The Council of The College of Psychologist and re-appointed on April 1, 2024 for a period of 3 years ending April 9, 2027. Currently serving on the Executive Committee, Finance Committee, Discipline Committee and Registration Committee.

On October 1, 2021 Paul was appointed by The Ministry of The Attorney General of Ontario to (Tribunals Ontario) as an Adjudicator, member of The Fire Safety Commission of Ontario and The Animal Care Review Board.

Paul is fluent in both English and Italian. He is currently an active member of the Marchigiana Association of Sudbury as well as a 39-year member of the Knights of Columbus.

---

## EXECUTIVE COMMITTEE STATEMENT OF INTEREST

---

### **Scott Warnock - Public Member**

#### Expression of Interest

I am writing to express my interest in continuing to serve on the Executive Committee of the College of Psychologists for a third year. My background is one of service to my community and the people of Ontario. Having been involved in municipal politics for 21 years and 17 years on the Board of Health at the Simcoe Muskoka District Health Unit, as both an elected and appointed member I have developed the skills to make strong decisions analytically and pragmatically, balance a busy schedule, maintain a high level of professionalism and accountability and an effective management style. All of these skills have come in handy during the last three years at the College. I feel that having been part of the Executive Committee for the last 36 months my experience will be beneficial going forward. I have been an active member of several College committees and I currently serve on ICRC (Vice-chair), Discipline, JEEC and the Behaviour Analyst Working Group. The year ahead will be one of challenge at the College. I feel that I have a great deal to contribute to the Executive Committee for the betterment of the Council and the College of Psychologists as a Public Member.

#### Biography

During over five decades in various professional roles, I have proven to be a strong communicator, a pragmatic thinker and strong advocate for Health Care in Ontario. Scott's broadcasting career was spent in Central Ontario and during this time he developed a strong sense of community and the role that the individual can play in it.

In 1997 Scott left Broadcasting to pursue a career in municipal politics. During the next 21 years Scott served on Tay Township Council. Scott was elected to six terms in office, the final three as Mayor. Scott also served as a member of Simcoe County Council and as a member of Board of Health of the Simcoe Muskoka District Health Unit from 2003-2018. Scott was reappointed recently to another three-year term as a Provincial Appointee to SMDHU. Scott played an important role in bringing together the four local municipalities to create both the Economic Development Corporation of North Simcoe (EDCNS) and the Destination Marketing Organization (DMO) The Heart of Georgian Bay. Both of these groups have heightened the awareness and the benefits of the Southern Georgian Bay area.

Scott remains active in his community as the Executive Director of the Huronia Community Foundation. This organization has provided over 4 million dollars in support to local charities and non-profit organizations since 2000. This past year Huronia Community Foundation disbursed a record of over \$ 600,000.00 in grants to over 50 local charities and organizations. Working with a group of volunteers and members of local service clubs Scott established the Huronia Ukrainian Support Project and recently welcomed the sixth family to the community as the war in Ukraine continues. Scott was awarded the Queen's Diamond Jubilee Medal in 2013 for his volunteerism and community involvement and in 2021 he was selected as one of 10 recipients of the Inspirational People's Award from the Cultural Alliance of North Simcoe for his four decades of service and being a champion for the local communities (Midland, Penetanguishene, Tiny and Tay).

He continues to volunteer, along with his wife Mary, at the St. Vincent de Paul Food Bank in Victoria Harbour. Scott volunteers his time to deliver and pickup food for the group.

Scott is also an Appointed Minister with Clergy Support Memorial Church in Ottawa.

---

## EXECUTIVE COMMITTEE STATEMENT OF INTEREST

---

### **Glenn Webster, M.Ed., C.Psych. Assoc.- Professional Member**

I should like to be considered for the Executive Committee of CPO for the year June 2024 to 2025.

I have spent 3 years on Council as Psych Assoc member and 9 years as Psych Assoc non-voting member and am serving this present year as first of current 3-year term as Psych Assoc. With CPO, I have served on Executive, ICRC, Discipline including chair, Fitness to Practise including chair and task forces. I have also served as an oral examiner.

I am currently on Executive, QA and Discipline vice-chair. I am experienced and aware of CPO structure and function.

I have an Honours Psychology degree from Nottingham University UK. I have taken teacher training courses in UK, Jamaica, and Manitoba. I have taught school in UK and Jamaica. I have a master's degree from the U of Toronto and a certificate in Adult Education from OISE. I have completed the doctoral program course work and innumerable hours of PD, conventions, and training over a 50 plus years of professional experience as a teacher and psychology service provider in UK, Jamaica, Manitoba, and Ontario.

I am currently in private practice after 38 years with a school board psychology department. I have worked part time or fee for service for more than 7 agencies including schools, residential group homes, vocational assessment agencies and children's aid societies. I have served on SEAC (Special Education Advisory Committee) and the Mental Health Advisory Counsel at the TCDSB.

I believe my experience is an asset to CPO.



## COUNCIL MEETING

## 2024.02

To view the Meeting Materials and Briefing Notes corresponding to these Minutes please click [here](#).

### March 21, 2024

#### PRESENT:

**Wanda Towers**, Ph.D., C.Psych., President  
**Ian Nicholson**, Ph.D., C.Psych., Vice-President  
**Adrienne Perry**, Ph.D., C.Psych.  
**Peter Bieling**, Ph.D., C.Psych.  
**Jacob Kaiserman**, Psy.D., C.Psych.  
**David Kurzman**, Ph.D., C.Psych.  
**Archie Kwan**, Ph.D., C.Psych.  
**Conrad Leung**, M.ADS, BCBA  
**Fred Schmidt**, Ph.D., C.Psych.  
**Paul Stopciati**, Public Member  
**Kendra Thomson**, Ph.D., BCBA-D  
**Cenobar Parker**, Public Member  
**Scott Warnock**, Public Member  
**Esther Vlessing**, Public Member  
**Pascale Gonthier**, Public Member  
**Nadia Mocan**, Public Member  
**Melanie Morrow**, M.A., C.Psych.Assoc.

#### REGRETS:

**Ilia Maor**, Public Member  
**Glenn Webster**, M.Ed., C.Psych.Assoc.

#### STAFF:

**Tony Debono**, MBA, Ph.D., C.Psych., Registrar & Executive Director  
**Barry Gang**, MBA, Dip.C.S., C.Psych.Assoc., Deputy Registrar & Director, Professional Affairs  
**Lesia Mackayn**, Director, Registration  
**Zimra Yetnikoff**, Director, Investigations & Hearings  
**Stephanie Morton**, Director, Corporate Services  
**Odessa Medallon**, Assistant to the Registrar, Recorder

#### 2024.02.00 CALL TO ORDER

The President called the meeting to order at 9:00AM. The meeting was held virtually by Zoom and livestreamed on [YouTube](#). The President began the meeting with a land acknowledgement statement.

46 **2024.02.01 APPROVAL OF THE AGENDA AND MINUTES**

47

48 **.01A APPROVAL OF AGENDA**

49 The President asked that Item .02A(8) ABA Working Group Report be moved from the Consent  
50 Agenda to Policy Issues Item .03B.

51

52 **It was MOVED by David Kurzman**

53 **That the Agenda for the Council Meeting be approved as presented.**

**CARRIED**

54

55 **.01B DECLARATIONS OF CONFLICTS OF INTEREST**

56 The President asked if any members of Council wished to declare a conflict of interest pertaining  
57 to the items on the Agenda. It was recognized that item .03E *Master's Closure Report* poses an  
58 unavoidable conflict for all members of the Council and Staff who are professional members of  
59 the College.

60

61 **.01C MINUTES FROM THE COUNCIL MEETING 2023.06 DECEMBER 15, 2023 AND COUNCIL  
62 MEETING 2024.01 FEBRUARY 1, 2024**

63

64 **It was MOVED by Scott Warnock**

65 **That the Minutes of the Council Meeting 2023.06 December 15, 2023, and Council Meeting  
66 2024.01 February 1, 2024, be approved as presented.**

**CARRIED**

67

68 **.01D REVIEW OF ACTION LIST**

69 The Council reviewed the Action List drawn from the Minutes of the previous meetings and noted  
70 items that were completed, outstanding, or on today's meeting Agenda.

71

72 **.01E COUNCIL MEETING EVALUATION REVIEW**

73 The Council reviewed the December 15, 2023 Council Meeting Evaluation results.

74

75 **2024.02.02 CONSENT AGENDA**

76 The Consent Agenda was received.

77

78 **2024.02.03 POLICY ISSUES**

79

80 **.03A CONSULTATION RESULTS: PROPOSED AMENDMENTS TO COLLEGE BY-LAWS – INCLUSION  
81 OF ABA**

82 The Registrar presented the results of the consultation materials that were distributed on  
83 December 18, 2023 to members, subscribers, and stakeholders. The consultation was open until  
84 February 16, 2024. The College received 58 responses with multiple respondents indicating that  
85 the proposed changes were reasonable. Of the negative feedback, much was outside of the scope  
86 of the specific consultation, such as ABA being harmful in general to dissatisfaction with  
87 psychology having another profession join the College.

88

89 **It was MOVED by Ian Nicholson**

90 **That the Council approve the proposed amendments to the College By-Laws.**

**CARRIED**

91

92 **Action Item Office of the Registrar**  
 93 Circulate the amended *By-Laws* to the membership effective July 1, 2024.

94  
 95 **Action Item Office of the Registrar**  
 96 Examine strategies to increase membership engagement in College consultations.

97  
 98 **.03B ABA WORKING GROUP REPORT**

99 The Registrar presented to Council key updates on the implementation of the *Psychology and Applied Behaviour Analysis Act, 2021* such as the opening of the pre-registration portal on April 2, 2024, to begin the onboarding of Behaviour Analysts. Progress updates were provided on the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA), the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA), and College website developments.

105  
 106 **.03C CONSULTATION RESULTS: PROPOSED STANDARDS OF PROFESSIONAL CONDUCT, 2024**

107 The Deputy Registrar provided an update on the proposed Standards of Professional Conduct. The draft revisions to the Standards were approved by Council on February 1, 2024 for circulation to the membership and other stakeholders. It was sent on February 9, 2024, allowing a 4-week period for stakeholders to provide their feedback. The survey on draft Standards was distributed to 5,989 recipients, including members and staff of the College, public council members, and ABA stakeholders. The Standards Working Group convened March 15<sup>th</sup> to review the feedback and request the Standards Working Group perform a final review. Upon the completion of revisions, the Standards will be returned to the Council for final approval.

115  
 116 **Action Item Office of the Registrar**  
 117 Set a date for an *ad hoc* Meeting of the Council to approve the revised Standards of Professional Conduct.

118  
 119  
 120 **.03D COLLEGE PERFORMANCE MEASUREMENT FRAMEWORK**

121 The Deputy Registrar provided the Council with a draft College Performance Measurement Framework for the 2023 year. The Framework is set out in a standard format developed by the Ministry of Health and to be completed on March 31, 2024. The Council reviewed the completed draft CPMF and endorsed it for submission to the Ministry and for posting on the College website.

125  
 126 **It was MOVED by Paul Stopciati**  
 127 **That the Council approve the College Performance Measurement Framework Report for the 2023 year, for submission to the Ministry of Health and posting on the College website.**  
 128  
 129 **CARRIED**

130  
 131 **Action Item Office of the Registrar**  
 132 Submit the College Performance Measurement Framework 2023 Report to the Ministry of Health and publish on College website.

133  
 134  
 135 **.03E MASTER'S CLOSURE REPORT**

136 The Registrar provided the Council with a White Paper regarding the Council Action List item: *To pursue amendments to O.Reg. 74/15 – Registration under the Psychology Act, 1991 to discontinue Master's level registration and at that time, grant the title Psychologist to all existing Psychological*

139 *Associates*. The Registrar provided a summary of research conducted on the topic and answered  
 140 the Council's questions.

141

142 **It was MOVED by Adrienne Perry**

143 **That the Council approve the submission of the Master's Level Registration Report to the**  
 144 **Ministry of Health.**

145

**Professional members in favour: 7**

146

**Professional members opposed: 1**

147

**Public members in favour: 3**

148

**Public members opposed: 0**

149

**CARRIED**

150

151 **Action Item Office of the Registrar**

152 Submit the Master's Level Registration Report to the Ministry of Health.

153

#### 154 **2024.02.04 BUSINESS ISSUES**

155

##### 156 **.04A PRESIDENT'S REPORT**

157 The Council reviewed the President's Report for the third quarter and noted that the President's  
 158 term will expire on May 31, 2024.

159

##### 160 **.04B REGISTRAR & EXECUTIVE DIRECTOR'S REPORT**

161 The Council reviewed the Registrar's Report for the third quarter.

162

##### 163 **.04C REGISTRATION COMMITTEE QUARTERLY REPORT**

164 The Council reviewed the report for the third quarter.

165

##### 166 **.04D INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE QUARTERLY REPORT**

167 The Council reviewed the report for the third quarter.

168

##### 169 **.04E PROPOSED BUDGET 2024 - 2025**

170 The Registrar provided the Council with the proposed budget for the fiscal year June 1, 2024 to  
 171 May 31, 2025, highlighting meal provisions for virtual Council meetings, member engagement  
 172 activities, and funding for modernization projects.

173

174 The Draft Budget for 2024-2025 projects a surplus as the budget includes ABA registration  
 175 revenue without the impending costs associated with regulating the profession, such as  
 176 responding to public inquiries, practice advice, quality assurance, investigations, discipline,  
 177 funding the Client Relations Committee, etc.

178

179 **It was MOVED by David Kurzman**

180 **That the Budget for 2024-2025 be approved as presented.**

**CARRIED**

181

##### 182 **.04F PROPOSED CONTRACT CONSULTANT – PRACTICE MODERNIZATION AND STRATEGY**

183 The Registrar provided the Council with a Briefing Note proposing the hiring of a limited-term  
 184 consultant to support the scope of practice change proposal for Prescription Privileges (RxP) that

185 is being submitted to the Ministry of Health by the Ontario Psychological Association. Council  
 186 member questions were answered.

187

188 **It was MOVED by Jacob Kaiserman**

189 **That the Council approve a Contract Consultant be hired to conduct the required work to**  
 190 **support a scope of practice change proposal to the Ministry of Health for Prescription Privileges**  
 191 **(RxP). CARRIED**

192

193 **.04G NOTICE: EXECUTIVE COMMITTEE ELECTION/COUNCIL APPOINTMENTS**

194 The Registrar provided the Council with a copy of *By-law 4: Election of Members of Executive*  
 195 *Committee* and *By-law 5: Selection of Committee Chairs and Committee Members* and advised  
 196 Council of the process for seeking election to the Executive Committee for 2024 – 2025 year.  
 197 Council was also informed that a Call for Interest for Committee appointments will be sent to the  
 198 general membership and that Council members also will be asked to identify their committee  
 199 preferences.

200

201 **2024.02.05 STRATEGIC ISSUES**

202

203 **.05A STRATEGIC DIRECTION IMPLEMENTATION UPDATE**

204 The Registrar provided the Council with the updated *Strategic Direction Implementation Table*.  
 205 This table is used to chart the work undertaken and accomplished in fulfilling the College's  
 206 Strategic Direction. Items added since the Council Meeting of February 1, 2024, were shown in  
 207 **Blue**.

208

209 **2024.02.06 OTHER BUSINESS**

210

211 **.06A NEXT COUNCIL MEETINGS:**

212 The next meetings of Council will be held on:

- 213 - June 14, 2024
- 214 - September 27, 2024

215

216 **.06B AD HOC COUNCIL MEETING TO APPROVE THE STANDARDS OF PROFESSIONAL CONDUCT**

217 A special meeting of the Council will be held in April/May 2024 to review and/or approve the  
 218 proposed Standards of Professional Conduct.

219

220 **2024.02.07 IN CAMERA ITEMS**

221

222 **It was MOVED by Paul Stopciati**

223 **That the Council go IN CAMERA to discuss the Proposed Salary Ranges for 2024-2027 and the**  
 224 **Registrar's Performance Review. CARRIED**

225

226

227 **.07A SALARY SCALES**

228 This agenda item was discussed in the absence of the Recorder. The Minutes for this agenda item  
 229 will be provided by the Registrar.

230



231 It was reported that while IN CAMERA, the Council approved the proposed salary ranges for 2024-  
232 2027.

233

234 **.07B REGISTRAR'S PERFORMANCE REVIEW**

235 This agenda item was discussed in the absence of the Registrar and Recorder. The Minutes for  
236 this item will be provided by the President.

237

238 **2024.02.08 ADJOURNMENT**

239

240 There being no further business,

241

242 **It was MOVED by David Kurzman**

243 **That the Council Meeting be adjourned.**

**CARRIED**

244

245 The Council Meeting was adjourned at 3PM.

246

247

248

249 \_\_\_\_\_  
Wanda Towers, Ph.D., C.Psych., President

250

251

252

253 \_\_\_\_\_  
Ian Nicholson, Ph.D., C.Psych., Vice-President

254

255 **Minutes approved at the Council Meeting on June 14, 2024.**

# COUNCIL MEETING

## 2024.03

To view the Meeting Materials and Briefing Notes corresponding to these Minutes please click [here](#).

**MAY 8, 2024**

### PRESENT:

**Wanda Towers**, Ph.D., C.Psych., President  
**Ian Nicholson**, Ph.D., C.Psych., Vice - President  
**Fred Schmidt**, Ph.D., C.Psych.  
**David Kurzman**, Ph.D., C.Psych.  
**Archie Kwan**, Ph.D., C.Psych.  
**Conrad Leung**, M.ADS, BCBA (non-voting)  
**Glenn Webster**, M.Ed., C.Psych.Assoc. (non-voting)  
**Kendra Thomson**, Ph.D., BCBA-D (non-voting)  
**Adrienne Perry**, Ph.D., C.Psych.  
**Peter Bieling**, Ph.D., C.Psych.  
**Ilia Maor**, Public Member  
**Scott Warnock**, Public Member  
**Nadia Mocan**, Public Member  
**Pascale Gonthier**, Public Member  
**Esther Vlessing**, Public Member  
**Paul Stopciati**, Public Member

### REGRETS:

**Jacob Kaiserman**, Psy.D., C.Psych.  
**Melanie Morrow**, M.A., C.Psych.Assoc  
**Cenobar Parker**, Public Member

### STAFF:

**Tony Debono**, MBA, Ph.D., C.Psych., Registrar & Executive Director  
**Barry Gang**, MBA, Dip.C.S., C.Psych.Assoc., Deputy Registrar & Director, Professional Affairs  
**Zimra Yetnikoff**, Director, Investigations & Hearings  
**Lesia Mackanyyn**, Director, Registration  
**Stephanie Morton**, Director, Corporate Services  
**Odessa Medallon**, Assistant to the Registrar, Recorder

### 2024.03.00 CALL TO ORDER

The President called the meeting to order at 1:00PM. The meeting was held virtually by Zoom and livestreamed on YouTube. The President began the meeting with a land acknowledgement statement in recognition and respect for Indigenous peoples.

### 2024.03.01 APPROVAL OF THE AGENDA

46 **.01A APPROVAL OF AGENDA**

47

48 **It was MOVED by Adrienne Perry**49 **That the Agenda for the Council Meeting be approved as presented.****CARRIED**

50

51 **.01B DECLARATIONS OF CONFLICTS OF INTEREST**

52 The President asked if any members of Council wished to declare a conflict of interest pertaining  
 53 to the item on the agenda. It was recognized that Item .02A *Proposed Standards of Professional*  
 54 *Conduct* poses an unavoidable conflict for all members of the Council and Staff who are  
 55 professional members of the College.

56

57 **2024.03.02 POLICY ISSUES**

58

59 **.02A PROPOSED STANDARDS OF PROFESSIONAL CONDUCT, 2024**

60 The Council was asked to approve the revised Standards of Professional Conduct, 2024 as the  
 61 unified standards of the psychology and ABA professions effective July 1, 2024. The Deputy  
 62 Registrar presented the revised Standards for consideration by the Council. The Deputy Registrar  
 63 projected the Standards onto the screen, reviewed the document, and answered Council member  
 64 questions. Council members provided final amendments.

65

66 **It was MOVED by Scott Warnock**

67 **That Council approve the revised Standards of Professional Conduct, including the amendments**  
 68 **discussed by the Council, as the unified standards of the Psychology and ABA professions**  
 69 **effective July 1, 2024.**

70

**CARRIED**

71

**Professional Members in favour:6**

72

**Public Members in favour:4**

73

**Professional Members opposed:0**

74

**Public Members opposed:0**

75

**Abstain: 1**

76

77 **Action Item Office of the Registrar**

78 Circulate the approved Standards to the College membership with an anticipated effective date  
 79 of July 1, 2024.

80

81 **2024.03.03 OTHER BUSINESS**

82

83 **.03A NEXT COUNCIL MEETINGS**

84 The next meetings of Council will be held on:

85

- June 14, 2024

86

- September 27, 2024

87

88 **2024.03.04 ADJOURNMENT**

89

90 There being no further business,

91

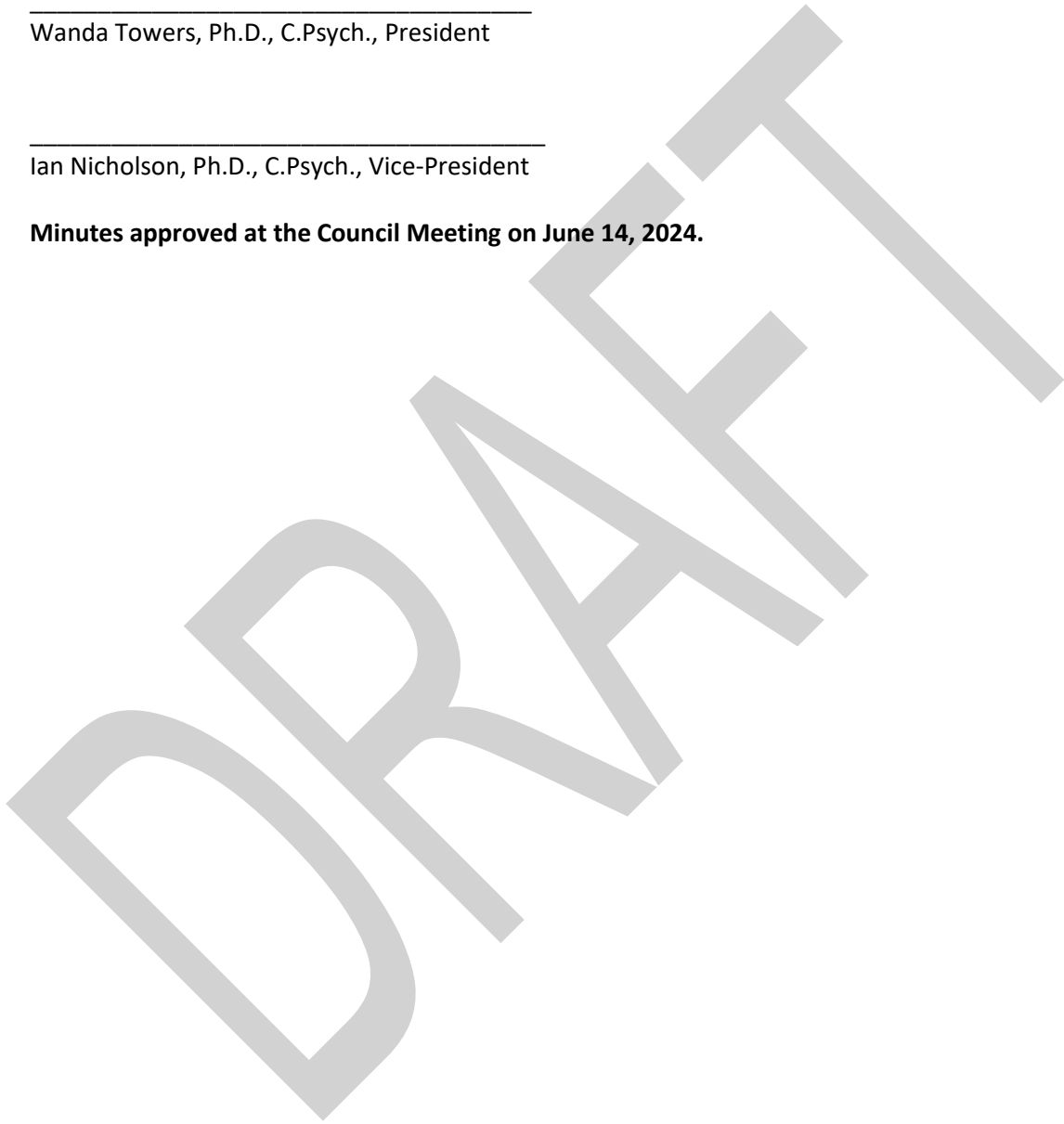
92 **It was MOVED by Glenn Webster**  
93 **That the Council Meeting be adjourned.** **CARRIED**  
94

95 The Council Meeting was adjourned at 3:00PM.  
96

97  
98 \_\_\_\_\_  
99 Wanda Towers, Ph.D., C.Psych., President

100  
101 \_\_\_\_\_  
102  
103 Ian Nicholson, Ph.D., C.Psych., Vice-President

104  
105 **Minutes approved at the Council Meeting on June 14, 2024.**



## ACTION LIST - COUNCIL

2024.04.01D

Item:	Responsibility:	Action:	Status:
2019.03.03C	College	To pursue amendments to O.Reg. 74/15 - Registration under the <i>Psychology Act, 1991</i> to discontinue Master's level registration and at that time, grant the title Psychologist to all existing Psychological Associates.	<i>In Process.</i> <i>Research reported to Council,</i> <a href="#">March 2024</a>
2023.04.03B	Registration Committee	Develop a pilot implementation of evaluating CFTA candidates for Autonomous practice	<i>In Process.</i>
2024.01.03B	Office of the Registrar	Circulate the revised Standards of Professional Conduct 2017 to the membership and other relevant stakeholders.	<b>Completed.</b>
2024.02.03A	Office of the Registrar	Circulate the amended By-Laws to the membership effective July 1, 2024.	<b>Completed.</b> <i>Published on</i> <a href="#">College website.</a>
2024.02.03A	Office of the Registrar	Examine strategies to increase membership engagement in College consultations.	<i>In Process.</i>
2024.02.03C	Office of the Registrar	Set a date for an ad hoc meeting of the Council to approve the revised Standards of Professional Conduct.	<b>Completed.</b>
2024.02.03D	Office of the Registrar	Submit the College Performance Measurement Framework 2023 Report to the Ministry of Health and publish on College website.	<b>Completed.</b> <i>Submitted to the Ministry on</i> <i>March 26, 2024</i> <i>and posted on</i> <i>the</i> <a href="#">College website.</a>

Item:	Responsibility:	Action:	Status:
2024.02.03E	Office of the Registrar	Submit the Master's Level Registration Report to the Ministry of Health.	<i>In Process.</i>
2024.02.03E	Office of the Registrar	Circulate the approved Standards to the College membership with an anticipated effective date of July 1, 2024.	<b>Completed.</b> <i>Published on <a href="#">College website.</a></i>

# COUNCIL MEETING EVALUATION SUMMARY

2024.04.01E

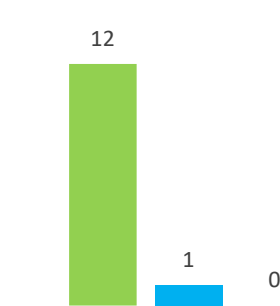
## COUNCIL MEETING MARCH 21, 2024

### 13/17 COUNCIL MEMBERS PRESENT COMPLETED EVALUATIONS

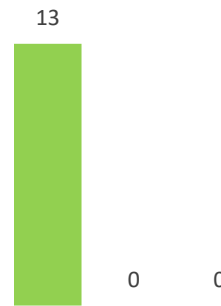
Very Good/Excellent    Good/OK    Needs Improvement



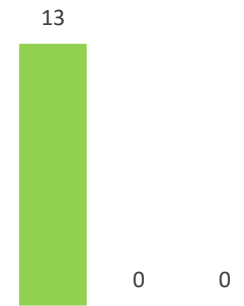
**Q1: The Council meeting materials were received in a timely manner.**



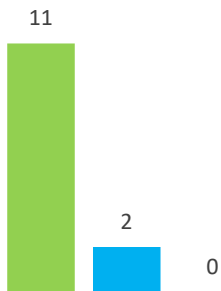
**Q2: The materials were sufficient to assist me in forming an opinion on decisions to be made by Council. Briefing Notes and Reports were clear and contained needed information.**



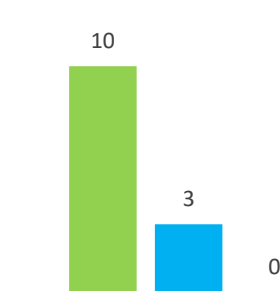
**Q3: Agenda items were appropriate for Council discussions. Topics were relevant to the mandate and strategic direction of the College.**



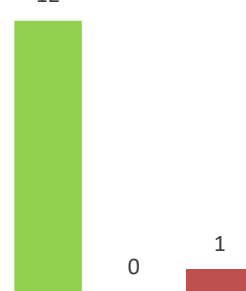
**Q4: The public interest was described in Briefing Notes and considered in all discussions.**



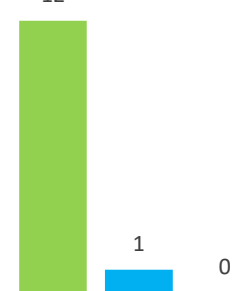
**Q5: Time was used effectively. Questions and discussions remained on topic.**



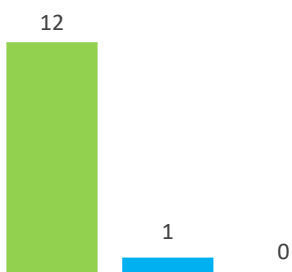
**Q6: Council avoided getting into operational, administrative and/or management areas of responsibility.**



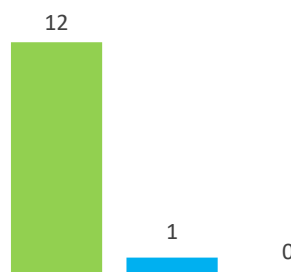
**Q7: There was opportunity for me to be actively engaged in all discussions and I felt comfortable participating in the Council discussions.**



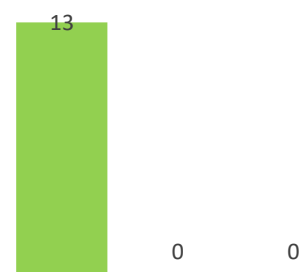
**Q8: I was satisfied with the way in which other members of Council contributed to discussions and debate. There was a positive climate of trust and respect. Disagreements were handled openly, honestly, and directly.**



**Q9: Where appropriate, Next Steps and Action Items were clearly identified.**



**Q10: In general, Council Members appeared prepared for the meeting.**



**Q11: The President chaired the meeting in a manner that enhanced Council's performance and decision-making.**

**ADDITIONAL COMMENTS**

Q1	No comments
Q2	<ul style="list-style-type: none"> <li>Information continues to be highly organized and extremely helpful in facilitating discussion and formation of opinions.</li> <li>Some more information re hiring a contract consultant would have been helpful -</li> </ul>
Q3	<ul style="list-style-type: none"> <li>Public protection rationale was discussed for every item</li> </ul>
Q4	<ul style="list-style-type: none"> <li>I didn't notice</li> </ul>
Q5	No comments
Q6	<ul style="list-style-type: none"> <li>Wanda does a very good job of keep Council focused on their governance role.</li> </ul>
Q7	<ul style="list-style-type: none"> <li>As a public member, I do have hesitation in how best to contribute. There's room for improvement, I believe mostly through my own initiative.</li> </ul>
Q8	No comments
Q9	No comments
Q10	<ul style="list-style-type: none"> <li>It's hard to know when many members don't talk. You assume that everyone has read everything and have no questions?</li> </ul>
Q11	<ul style="list-style-type: none"> <li>Dr Towers has done an excellent job as chair for facilitating opportunities for all to provide input.</li> <li>We will sorely miss Wanda's warm yet authoritative style!</li> </ul>
Additional Comments	<ul style="list-style-type: none"> <li>A great meeting!</li> </ul>



---

## REPORT TO COUNCIL

2024.04.02A(1)

---

**FOURTH QUARTER, MARCH 1, 2024 – MAY 31, 2024**

### EXECUTIVE COMMITTEE

---

#### COMMITTEE MEMBERS:

Wanda Towers, Chair, Professional Member of Council  
 Ian Nicholson, Professional Member of Council  
 Fred Schmidt, Professional Member of Council  
 Paul Stopciati, Public Member of Council  
 Scott Warnock, Public Member of Council  
 Glenn Webster, Professional Member of Council

#### STAFF SUPPORT:

Tony DeBono, Registrar & Executive Director  
 Barry Gang, Deputy Registrar & Director, Professional Affairs  
 Odessa Medallon, Assistant to the Registrar

---

#### MEETINGS

The Executive Committee met on:

- May 16, 2024

---

#### ITEMS TO COUNCIL FOR DECISION

The Executive Committee discussed the following items which are being brought forward for Council consideration:

- Memorandum of Understanding with Manitoba and Ontario
- Proposed Amendments to *Policy - III F - 2 Reserve Funds*
- Proposed Amendments to the College Policies and Procedures Manual in Anticipation of ABA
- Equity, Diversity, and Inclusion Working Group Report – Health Equity Impact Assessment
- Interim Appointments of Behaviour Analysts to Council and Committees 2024-2025

---

#### ACTIONS

The Executive Committee took the following actions:

- Reviewed and approved in principle an MOU that would permit psychologists in good standing with the Psychological Association of Manitoba employed by a provincial health authority (Shared Health) to provide psychological services to residents of a specified region of Northwestern Ontario within the interprofessional care model of the hospital. This MOU would permit psychologists within this model of care to see patients via telepsychology following initial hospital service.
- Appointed Dr. Maggie Toplak to the Council of the College of Psychologists of Ontario as an academic member for a two-year term beginning 2024-2025.

- Reviewed and recommended to Council that the changes be approved in the College Policies and Procedures Manual to incorporate the profession of applied behaviour analysis.
- Reviewed and recommended to Council the proposed committee appointments timeline for Behaviour Analysts, to be held concurrently with the inaugural election in Electoral District 8 (Behaviour Analysts), which follows proclamation.
- Reviewed and recommended to Council that the Executive Committee, in the interim, appoint Behavior Analyst members (TBD) to the Council, the Executive Committee and Committee Appointments Working Group, and to the remaining Statutory Committees for the period following proclamation and preceding the September Council meeting.
- Reviewed the Variance Report and the Unaudited Financial statements, all to February 29, 2024. The Committee recommended that these documents be presented to Council. These are included in the Consent Agenda Reports section of the Council Materials package.
- Approved a training day for the College Council to occur in conjunction with the Fall 2024 (September) Council meeting.
- Approved Training Day on September 26, 2024 followed by Council meeting on September 27, 2024, both of which will be held in-person.

---

**SUBMITTED BY**

Wanda Towers, Ph.D., C. Psych., Chair

---

## REPORT TO COUNCIL

2024.04.02A(2)

---

**FOURTH QUARTER, MARCH 1, 2024 – MAY 31, 2024**

### DISCIPLINE COMMITTEE

---

#### COMMITTEE MEMBERS

Janice Currie, College Member, Chair  
 Glenn Webster, Council Member, Vice-Chair  
 Peter Bieling, Council Member  
 Deirdre Boyle, College Member  
 Lisa Couperthwaite, College Member  
 Lynette Eulette, College Member  
 Jennifer Felsher, College Member  
 Robert Gauthier, College Member  
 Pascale Gonthier, Public Member  
 Michael Grand, College Member  
 Philip Grandia, College Member  
 Anthony Hopley, College Member  
 Sandra Jackson, College Member  
 Jacob Kaiserman, Council Member  
 David Kurzman, Council Member

Archie Kwan, Council Member  
 Ilia Maor, Public Member  
 Nadia Mocan, Public Member  
 Melanie Morrow, College Member  
 Ian Nicholson, Council Member  
 Cenobar Parker, Public Member  
 Adrienne Perry, Council Member  
 Fred Schmidt, Council Member  
 Robert Smith, College Member  
 Paul Stopciati, Public Member  
 Wanda Towers, Council Member  
 Esther Vlessing, Public Member  
 Scott Warnock, Public Member  
 Pamela Wilansky, College Member

#### STAFF SUPPORT:

Zimra Yetnikoff, Director, Investigations & Hearings

---

#### REFERRALS TO DISCIPLINE

1. **Mr. Christopher Heap:** [https://members.cpo.on.ca/public\\_register/show/2873](https://members.cpo.on.ca/public_register/show/2873)

A referral was made to the Discipline Committee on March 28, 2024. This matter is currently at the Pre-Hearing Conference stage.

2. **Mr. Eldon Bossin:** [https://members.cpo.on.ca/public\\_register/show/21448](https://members.cpo.on.ca/public_register/show/21448)

A referral was made to the Discipline Committee on April 23, 2024. This matter is currently at the Pre-Hearing Conference stage.

3. **Dr. Romeo Vitelli:** [https://members.cpo.on.ca/public\\_register/show/1461](https://members.cpo.on.ca/public_register/show/1461)

Referrals regarding 3 matters were made to the Discipline Committee on May 8, May 15 and May 16, 2024. These matters are currently at the Pre-Hearing Conference stage.

4. **Dr. Vytas Velyvis:** [https://members.cpo.on.ca/public\\_register/show/49563](https://members.cpo.on.ca/public_register/show/49563)

A referral was made to the Discipline Committee on May 15, 2024. This matter is currently at the Pre-Hearing Conference stage.

---

#### HEARINGS

1. **Dr. Douglas Misener:** [https://members.cpo.on.ca/public\\_register/show/2500](https://members.cpo.on.ca/public_register/show/2500)

The Hearing was held on March 25, 2024 and the decision was received on May 29, 2024. The Reprimand is currently being scheduled.

---

#### ONGOING MATTERS

1. **Dr. Laura Brown:** [https://members.cpo.on.ca/public\\_register/show/20739](https://members.cpo.on.ca/public_register/show/20739)

The Hearing for this matter has not yet been scheduled.

2. **Dr. Frank Kane:** [https://members.cpo.on.ca/public\\_register/show/2892](https://members.cpo.on.ca/public_register/show/2892)

This matter is currently at the Pre-Hearing Conference stage.

3. **Ms. Tatiana Zdyb:** [https://members.cpo.on.ca/public\\_register/show/21649](https://members.cpo.on.ca/public_register/show/21649)

This matter is currently at the Pre-Hearing Conference stage.

4. **Dr. Irina Trofimova:** [https://members.cpo.on.ca/public\\_register/show/20198](https://members.cpo.on.ca/public_register/show/20198)

Referrals regarding two related matters are currently at the Pre-Hearing Conference stage.

---

#### SUBMITTED BY

Janice Currie, Chair

## REPORT TO COUNCIL

2024.04.02A(3)

**FOURTH QUARTER, MARCH 1, 2024 – MAY 31, 2024**

### QUALITY ASSURANCE COMMITTEE

#### COMMITTEE MEMBERS

Ilia Maor, Public Member, Chair  
 Sabrina Hassan, College Member, Vice-Chair  
 Conrad Leung, Council Member  
 David Kurzman, Council Member  
 Wanda Towers, Council Member  
 Glenn Webster, Council Member  
 David Howard, College Member  
 Bruno Losier, College Member  
 Michelle Todd, College Member  
 Pascale Gonthier, Public Member

#### STAFF SUPPORT:

Barry Gang, Deputy Registrar & Director, Professional Affairs  
 David Fierro, Quality Assurance Coordinator

#### COMMITTEE ACTIVITY

During the fourth quarter, the Quality Assurance Committee met on May 13, 2024. The Committee continued its consideration of revisions to Quality Assurance Program to enhance registrant engagement and assist in the maintenance of professional competence. The Committee also began its scheduled review of College policies related to the administration of the Quality Assurance Program, established a working draft of a Risk Assessment Framework to be used during future considerations of registrant matters, and provided input on the Quality Assurance Workplan to be used throughout the following term.

#### REGISTRANT MATTERS

Panels of the Committee also met on March 8 and April 8, 2024, to review registrant-specific matters related to compliance with the requirements of the Quality Assurance Program.

#### SELF-ASSESSMENT GUIDE (SAG) REVIEWS

<b>Pending</b>	
SAG Review Carried Over from Previous Cycles	2
<b>Total Reviews Pending*</b>	<b>2</b>
<b>Concluded</b>	
SAG Review - Complete, Take No Further Action	5
SAG Review - Complete, Referral to ICRC	1
<b>Total Reviews Completed</b>	<b>6</b>
SAG Review – Incomplete, Registrant Deceased	1
<b>Total Matters Concluded</b>	<b>7</b>

\* Further to the above figures, one (1) deferred Declaration of Completion matter is being monitored, which may result in a SAG Review.

#### CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AUDITS

<b>Pending</b>					
CPD Audit (Failure to Declare Completion in 2023)					1
CPD Random Audit (Random Selection)					1
<b>Total Audits Pending for 2023-2024*</b>					<b>2</b>
<b>Concluded</b>					
	Q1	Q2	Q3	Q4	YTD
CPD Audit (Failure to Declare Completion in 2023) - Complete, Take No Further Action		1			1
CPD Random Audit (Random Selection) - Complete, Take No Further Action		32	9	5	46
<b>Total Audits Completed</b>					<b>47</b>
CPD Audit (Failure to Declare Completion in 2023) - Incomplete, Registrant Deceased		1			1
CPD Random Audit (Random Selection) - Incomplete, Registrant Resigned			1		1
<b>Total Matters Concluded</b>					<b>49</b>

\* Further to the above figures, one (1) deferred Declaration of Completion matter is being monitored, which may result in an additional CPD Audit.

Panels did not identify substantial concerns related to registrant completion of the CPD program requirements in any completed case. The following feedback was provided:

- Document progress towards professional objectives and reflection on benefits of completed CPD activities within the Professional Development Plan portion of the Self-Assessment Guide.
- Reference the SMART framework when creating professional objectives in future Professional Development Plans to ensure they are relevant and conducive to progress monitoring.
- Refrain from copying or distributing copyrighted materials when participating in audits and instead use appropriate citations when referencing completed readings or reviews of protected manuals.

#### PEER ASSISTED REVIEWS (PAR)

<b>Planned</b>					
PARs Carried Over from Previous Years					17
PARs due to SAG Requirements (Failure to comply with SAG Requirements)					1
PARs due to Random Selection (2024 - 2025)					39
PARs due to Stratified Random Selection (2024 - 2025)					10
<b>Total PARs Planned</b>					<b>67</b>
<b>Concluded</b>					
	Q1	Q2	Q3	Q4	YTD
PAR - Complete, Take No Further Action	3	3	1	0	7

All outstanding Peer Assisted Review processes have been resumed and are pending the appointment of a suitable College Assessor, scheduled for completion, or awaiting final review by a Panel of the Committee.

#### SUBMITTED BY

Ilia Maor, Chair

---

## REPORT TO COUNCIL

2024.04.02A(4)

---

**FOURTH QUARTER, MARCH 1, 2024 – MAY 31, 2024**

### CLIENT RELATIONS COMMITTEE

---

#### COMMITTEE MEMBERS

Kirsten Barr, College Member  
Rosemary Barnes, College Member  
Jacob Kaiserman, Council Member, Vice Chair  
Archie Kwan, Council Member  
Diana Mandeleew, College Member  
Cenobar Parker, Public Member  
Catherine Pryor, College member  
Esther Vlessing, Public Member, Chair

#### STAFF SUPPORT:

Barry Gang, Deputy Registrar & Director, Professional Affairs  
Julie Hahn, Practice Support and Client Relations Coordinator

---

#### COMMITTEE ACTIVITIES

The Committee did not meet during this quarter.

Funding for Therapy for Clients Sexually Abused by Members or by Individuals Supervised by Members  
There are currently 11 individuals whose therapy or counselling is being funded by the College.

---

#### SUBMITTED BY

Esther Vlessing, Chair

---

## REPORT TO COUNCIL

2024.04.02A(5)

---

**FOURTH QUARTER, MARCH 1, 2024 – MAY 31, 2024**

### **FITNESS TO PRACTICE COMMITTEE**

---

**COMMITTEE MEMBERS:**

Ian Nicholson, Chair, Council Member

Archie Kwan, Council Member

Melanie Morrow, College Member

Esther Vlessing, Public Member

Oliver Foese, College Member

---

The Fitness to Practice Committee held no meetings during the fourth quarter.



---

## REPORT TO COUNCIL

2024.04.02A(6)

---

FOURTH QUARTER, MARCH 1, 2024 – MAY 31, 2024

### FINANCE AND AUDIT COMMITTEE

---

#### COMMITTEE MEMBERS

Wanda Towers, Chair, Council Member  
David Kurzman, Council Member  
Cenobar Parker, Public Member  
Paul Stopciati, Public Member  
Duncan Day, College Member

#### STAFF SUPPORT:

Tony DeBono, Registrar & Executive Director  
Barry Gang, Deputy Registrar & Director, Professional Affairs  
Stephanie Morton, Director, Corporate Services  
Odessa Medallon, Assistant to the Registrar

---

#### MEETINGS

The Finance and Audit Committee met on:

- May 3, 2024

---

#### COMMITTEE ACTIVITIES

The Committee reviewed the Variance Report and the Unaudited Financial Statements to February 29, 2024, the end of the third quarter. In considering the *Statement of Revenue & Expenses*, the FAC reviewed the *Variance Report* which explained items that exceeded the budget by \$5,000 or were underspent by \$10,000. The Committee was satisfied with the information presented and voted to receive these reports.

The memorandum confirming the remittances of Payroll Taxes including Income Tax, Canada Pension Plan (CPP) contributions and Employment Insurance (EI) contributions (employee deductions withheld by the College on employee salaries, along with employer contributions for CPP and EI) and Employer Health Tax for the period December 1, 2023 to February 29, 2024 was received.

The Committee also reviewed the proposed amendments to *Policy - III F - 2 Reserve Funds* and approved for presentation to the Executive Committee. A briefing report regarding this proposed amendment is provided to Council separately for consideration.

---

#### ATTACHMENTS

1. Variance Report and Statement of Revenue and Expenses to February 29, 2024
2. Unaudited Financial Statements Narrative & Balance Sheet to February 29, 2024

---

#### SUBMITTED BY

Wanda Towers, Ph.D., C.Psych., Chair

**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO**  
**STATEMENT OF REVENUE & EXPENSES**  
June 2023 - February 2024

	Annual Budget	Budget	YTD Actual	YTD \$ Variance	2023-2024 % YTD	Expected % YTD	% Variance YTD	Year End to 31 May-24
<b>REVENUE</b>	4,197,292.50	3,155,469.54	3,273,031.83	117,562.29	78%	75%	3%	4,197,292.50
<b>COST OF SALES</b>	218,420.00	184,210.06	167,291.26	-16,918.80	77%	84%	-8%	218,420.00
<b>GROSS MARGIN</b>	3,978,872.50	2,971,259.48	3,105,740.57	134,481.09	78%	75%	3%	3,978,872.50
<b>EXPENDITURES</b>								
<b>Governance</b>	111,005.50	82,004.08	61,756.02	-20,248.06	56%	74%	-18%	111,005.50
<b>Registration</b>	80,000.00	60,000.03	68,838.70	8,838.67	86%	75%	11%	80,000.00
<b>Client Relations, Communications &amp; Education</b>	28,500.00	21,375.09	46,446.13	25,071.04	163%	75%	88%	28,500.00
<b>Quality assurance</b>	43,500.00	32,625.00	20,681.46	-11,943.54	48%	75%	-27%	43,500.00
<b>Investigations and resolutions</b>	172,700.00	129,524.94	89,333.50	-40,191.44	52%	75%	-23%	172,700.00
<b>Hearings</b>	687,300.00	515,474.91	337,726.16	-177,748.75	49%	75%	-26%	687,300.00
<b>Liaison (Professional Organizations)</b>	28,500.00	20,674.97	22,176.28	1,501.31	78%	73%	5%	28,500.00
<b>Administration</b>	3,360,543.40	2,491,157.61	2,754,336.54	263,178.93	82%	74%	8%	3,360,543.40
<b>Total Expenditures</b>	4,512,048.90	3,352,836.63	3,401,294.79	48,458.16	75%	74%	1%	4,512,048.90
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	-533,176.40	-381,577.15	-295,554.22	86,022.93	55%	75%	-20%	-533,176.40

**The College of Psychologists of Ontario**  
**Balance Sheet Comparison**  
As of February 29, 2024

	Total		
	As of Feb. 29, 2024	As of Feb. 28, 2023 (PY)	Change
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash and Cash Equivalent</b>			
10000 Petty Cash	200.00	200.00	0.00
10100 Bank	571,334.01	437,714.22	133,619.79
10199 Telpay Clearing	0.00	81.25	-81.25
10250 Cash Equivalents	0.00	0.00	0.00
12001 Undeposited Funds	0.00	0.00	0.00
<b>Total Cash and Cash Equivalent</b>	<b>\$ 571,534.01</b>	<b>\$ 437,995.47</b>	<b>\$ 133,538.54</b>
<b>Accounts Receivable (A/R)</b>			
10400 Accounts Receivable - Control	11,325.99	18,774.50	-7,448.51
<b>Total Accounts Receivable (A/R)</b>	<b>\$ 11,325.99</b>	<b>\$ 18,774.50</b>	<b>-\$ 7,448.51</b>
10300 Short Term Investments	3,800,178.12	4,724,051.46	-923,873.34
10410 Accounts Receivable - Other	0.00	0.00	0.00
10550 Interest Receivable	0.00	0.00	0.00
10600 Prepaid Expenses	104,896.32	52,277.66	52,618.66
10800 Government Funding-ABA	-154,304.72	-103,416.90	-50,887.82
<b>Total Current Assets</b>	<b>\$ 4,333,629.72</b>	<b>\$ 5,129,682.19</b>	<b>-\$ 796,052.47</b>
<b>Non-current Assets</b>			
<b>Property, plant and equipment</b>			
12000 Furniture & Equipment			0.00
12010 Furniture & Equipment - Cost	167,486.37	177,107.75	-9,621.38
13000 Accum Amort Furniture & Equip	-110,363.85	-93,924.66	-16,439.19
<b>Total 12000 Furniture &amp; Equipment</b>	<b>\$ 57,122.52</b>	<b>\$ 83,183.09</b>	<b>-\$ 26,060.57</b>
12100 Computer Equipment			0.00
12110 Computer Equipment - Cost	146,931.50	147,919.26	-987.76
13100 Accum Amort Computer Equipment	-123,697.81	-142,874.34	19,176.53
<b>Total 12100 Computer Equipment</b>	<b>\$ 23,233.69</b>	<b>\$ 5,044.92</b>	<b>\$ 18,188.77</b>
12200 Leasehold Improvements			0.00
12210 Leasehold Improvements - Cost	1,331,174.87	1,331,174.87	0.00
13200 Accum Amort Leaseholds	-538,678.07	-437,508.27	-101,169.80
<b>Total 12200 Leasehold Improvements</b>	<b>\$ 792,496.80</b>	<b>\$ 893,666.60</b>	<b>-\$ 101,169.80</b>
12300 Website Development			0.00
12310 Website Development - Cost	0.00	0.00	0.00
13300 Accum Amort Website Devt	0.00	0.00	0.00
<b>Total 12300 Website Development</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Property, plant and equipment</b>	<b>\$ 872,853.01</b>	<b>\$ 981,894.61</b>	<b>-\$ 109,041.60</b>
10302 Long Term Investment	0.00	0.00	0.00
<b>Total Non Current Assets</b>	<b>\$ 872,853.01</b>	<b>\$ 981,894.61</b>	<b>-\$ 109,041.60</b>
<b>Total Assets</b>	<b>\$ 5,206,482.73</b>	<b>\$ 6,111,576.80</b>	<b>-\$ 905,094.07</b>

*These statements have been prepared based on information provided by management/owners. These statements are for internal purposes only and should not be relied on by third parties.*

	<b>Total</b>		
	<b>As of Feb. 29, 2024</b>	<b>As of Feb. 28, 2023 (PY)</b>	<b>Change</b>
<b>Liabilities and Equity</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable (A/P)</b>			
21000 Accounts Payable - Control	52,543.33	196,743.94	-144,200.61
<b>Total Accounts Payable (A/P)</b>	<b>\$ 52,543.33</b>	<b>\$ 196,743.94</b>	<b>-\$ 144,200.61</b>
21100 Accounts Payable - Other	194,330.93	251,759.02	-57,428.09
22000 Employee Tax Deductions Payable	39,284.90	42,589.92	-3,305.02
22100 Payroll Clearing	0.00	0.00	0.00
23000 Prepaid Fees	898,553.29	880,086.54	18,466.75
24000 Peer Mentorship - Clearing	0.00	0.00	0.00
25500 GST/HST Payable	0.00	0.00	0.00
Direct Deposit Payable	0.00	0.00	0.00
<b>Payroll Liabilities</b>			<b>0.00</b>
Life Insurance Premium	0.00	0.00	0.00
LTD	0.00	0.00	0.00
RRSP	0.00	0.00	0.00
Vacation Pay	0.00	0.00	0.00
<b>Total Payroll Liabilities</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Current Liabilities</b>	<b>\$ 1,184,712.45</b>	<b>\$ 1,371,179.42</b>	<b>-\$ 186,466.97</b>
<b>Non-current Liabilities</b>			
27000 Deferred Leasehold Inducement	199,450.24	224,911.98	-25,461.74
<b>Total Non-current Liabilities</b>	<b>\$ 199,450.24</b>	<b>\$ 224,911.98</b>	<b>-\$ 25,461.74</b>
<b>Total Liabilities</b>	<b>\$ 1,384,162.69</b>	<b>\$ 1,596,091.40</b>	<b>-\$ 211,928.71</b>
<b>Equity</b>			
30000 Opening Balance Equity	0.00	0.00	0.00
31100 Investigtns&Hearing ReserveFund	354,838.76	813,640.00	-458,801.24
31200 Contingency Reserve Fund	1,000,000.00	1,000,000.00	0.00
31300 Fee Stabilization Reserve Fund	140,992.32	481,895.44	-340,903.12
31400 Website&DatabaseDevtReserveFund	165,872.02	165,872.02	0.00
31500 Premises Reserve Fund	227,742.00	227,742.00	0.00
31600 FairRegn Practices Reserve Fund	0.00	80,000.00	-80,000.00
Retained Earnings	2,228,429.16	2,227,929.16	500.00
Profit for the year	-295,554.22	-481,593.22	186,039.00
<b>Total Equity</b>	<b>\$ 3,822,320.04</b>	<b>\$ 4,515,485.40</b>	<b>-\$ 693,165.36</b>
<b>Total Liabilities and Equity</b>	<b>\$ 5,206,482.73</b>	<b>\$ 6,111,576.80</b>	<b>-\$ 905,094.07</b>

*These statements have been prepared based on information provided by management/owners. These statements are for internal purposes only and should not be relied on by third parties.*



---

# REPORT TO COUNCIL

2024.02A(7)

---

**FOURTH QUARTER, MARCH 1, 2024 – MAY 31, 2024**

## **EQUITY, DIVERSITY, AND INCLUSION WORKING GROUP**

---

### **COMMITTEE MEMBERS:**

Donna Ferguson, Chair, College Member  
Wanda Towers, Vice-Chair, Council Member  
Kofi Belfon, College Member  
Michael Grand, College Member  
Tae Hart, College Member  
Chris Mushquash, College Member

### **STAFF SUPPORT:**

Tony DeBono, Registrar & Executive Director  
Odessa Medallon, Assistant to the Registrar

---

### **MEETINGS**

The Equity, Diversity, and Inclusion (EDI) Working Group met on:

- March 18, and May 6, 2024

---

### **FOR INFORMATION**

The Working Group has:

- Completed a Health Equity Impact Assessment (on Council agenda)
- EDI plan to be developed based on equity impact assessment results.

---

### **SUBMITTED BY**

Donna Ferguson, Psy.D., C.Psych., Chair

---

## REPORT TO COUNCIL

2024.04.02A(8)

---

**FOURTH QUARTER, MARCH 1, 2024 – MAY 31, 2024**

### ABA WORKING GROUP

---

#### WORKING GROUP MEMBERS

**Jennifer Cunningham**, M.ADS., BCBA

**Nancy Marchese**, Ph.D., C.Psych., BCBA-D

**Nicole Neil**, Ph.D., BCBA-D, Western University, ABA Program Coordinator

**Adrienne Perry**, Ph.D., C.Psych., BCBA-D, Registration Committee Co-Chair

**Jaime Santana**, M.ADS, BCBA, President, Ontario Association for Behaviour Analysis (ONTABA)

**Kendra Thomson**, Ph.D., BCBA-D, Brock University ABA Faculty

**Wanda Towers**, Ph.D., C.Psych., Council President

**Scott Warnock**, Public Member

#### STAFF SUPPORT:

**Tony DeBono**, MBA, Ph.D., C.Psych., Registrar & Executive Director

**Lesia Mackanyn**, Director, Registration

**Shannon Elliott**, ABA Coordinator

**Emily Sarmento**, ABA Coordinator

---

#### MEETINGS

The ABA Working Group has met twice since the March Council meeting; March 27 and May 22, 2024.

---

#### FOR INFORMATION

As of July 1, 2024, the [Psychology and Applied Behaviour Analysis Act, 2021](#) and the associated regulations under the Act, the Registration Regulation (O. Reg. 193/23), General Regulation (O.Reg. 194/23) and Professional Misconduct Regulation (O.Reg. 195/23), will be proclaimed into law. The current College of Psychologists of Ontario will be renamed the College of Psychologists and Behaviour Analysts of Ontario to reflect its expanded role. Beginning on July 1, 2024, only ABA practitioners who are registered with the College will be allowed to use the title "Behaviour Analyst" in Ontario.

Preregistration for Behaviour Analysts applying via Transitional Routes #1 and #2 opened on April 2, 2024. The Entry Level Route is expected to open after July 1, 2024.

At its recent meetings, the ABA Working Group discussed the following:

- The College's updated By-Laws and Standards of Professional Conduct, 2024
- The Registration Guidelines for Transitional Route #1, Transitional Route #2, and the Entry-Level Route
- Development of the ABA application portal
- Development of required supplementary forms Transitional Route #2, such as the Attestation A/B, Attestation C, and Peer Assessment forms
- Updates on the entry-to-practice examination and the jurisprudence and ethics course
- Communications plan, and staff meetings with various stakeholders

- Council and statutory committee composition and election/appointments timelines
- Preregistration updates, trends and challenges

#### Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA)

The examination development process was completed earlier in March 2024. College staff finalized the plan for post-administration maintenance in April 2024. College staff continue to collaborate with Meazure Learning to plan the first administration of the examination. A minimum number of eligible candidates is required to administer the examination and produce valid results.

#### Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA)

The JECAABA Working Group met regularly during the quarter to continue developing the content for the e-learning module. Staff then published the content to the Learning Management System, and the JECAABA was launched on May 29, 2024.

#### Website Development

The College has updated or added the following sections to the ABA Portal of the College website:

- Video Session – [Establishing Regulations of Behaviour Analysts in Ontario \(CPO x ONTABA\)](#)
- Added Transitional Route #2 supplementary forms, and resources for the JECAABA to the [Reference Library](#)
- [ABA FAQs](#)
- French translations of the Registration Guidelines (partially complete)

---

#### **RECOMMENDATIONS TO COUNCIL**

None currently.

---

#### **SUBMITTED BY**

Shannon Elliott, ABA Coordinator

---

## REPORT TO COUNCIL

2024.04.02A(9)

---

**FOURTH QUARTER, MARCH 1, 2024 – MAY 31, 2024**

### JURISPRUDENCE AND ETHICS EXAMINATION COMMITTEE (JEEC)

---

#### COMMITTEE MEMBERS

Audrey Cooley, (Chair), College Member  
 Donna Ferguson, College Member  
 Jennifer McTaggart, College Member  
 Meghan McMurtry, College Member

Julie Paré, College Member  
 Karina Royer-Gagnier, College Member  
 Susan Vandermorris, College Member  
 Scott Warnock, Public Member

---

#### MEETINGS

The Jurisprudence and Ethics Examination Committee met virtually on April 30 for a half-day item review meeting with all members in attendance. On May 7, the Committee met for a half day business meeting, which was also attended by College staff and a Public Member of Council. The exam consultant, Dr. Marla Nayer, was in attendance for the item review meeting and for the first half of the business meeting which included the presentation of the exam report and discussion of the March 2024 exam. The Registrar, Dr. Tony DeBono, attended the College Updates portion of the business meeting.

---

#### COMMITTEE ACTIVITIES

##### Item Bank Review Meeting

The item review meeting of April 30th was very productive. The Committee reviewed 28 items from various categories (Angoff Review, Key Validation Review, Correlation Review, New Item Review) and 79 items as part of the general Item Bank Review. For the benefit of those new to the Committee the exam consultant reviewed the criteria that have been agreed by the Committee for choosing which legislation is listed as relevant to this exam. The five questions to be considered are:

- 1) Is it applicable to practice as a Psychologist or Psychological Associate in Ontario?
- 2) Is it important to know at the entry level?
- 3) Is this pertinent for a large segment of Psychologists or Psychological Associates to know?
- 4) Can more than one question be generated?
- 5) Is there a risk of harm if the practitioner does not know the legislation?

This was followed by a brief discussion of how these criteria are relevant to legislation on the current list that has fewer than 5 items in the item bank. Further discussion and a decision about how to proceed with possible changes to the list was expected to be made at the business meeting the following week.

##### Business Meeting

A major part of the first half of the business meeting was devoted to informing the Committee about the issues that had arisen due to an error in the analysis of the most recent exam. The March 2024 Final Exam Report was presented by Dr. Nayer, and an opportunity was provided for Committee members to question Dr. Nayer, Ms. Mackanyn and the Committee Chair, Ms. Audrey Cooley, regarding the nature of the error



and how it had been dealt with up to that point. In addition, the Registrar attended during the second half of the business meeting to provide further information and answer Committee members' questions and concerns regarding this issue. In order to avoid possible conflict of interest for the exam consultant, Dr. Nayer did not attend the second half of the business meeting. This is a practice that is expected to continue as it makes sense given the consultant's more specific role in relation to the Committee.

#### Jurisprudence and Ethics Examination - March 4, 2024 Final Report

The March 4th exam was scored, and the Key Validation team met shortly after to set the cut score following our usual procedure.

The March 2024 exam was written as an online exam by 173 candidates with a pass rate of 86% for the whole group and 96% for first time Ontario test takers. These results are within the parameters set by the Committee as an acceptable pass/failure rate for a high stakes exam, where protection of the public is the primary goal.

The results of the candidate survey following the examination were consistent with previous candidate responses. The attitude to the online exam remains positive overall. However, there continues to be reports of technical issues, such as problems getting started and laptops or computers that are not compatible with the exam program. It is recommended that the College work with the testing service to see if there can be a 'practice login' session to iron out any issues prior to exam day.

#### College Updates and related Committee discussion

During the second half of the meeting the Registrar was available to provide further information about how this error in analysis and communication of exam results was being dealt with by the College. Committee members appreciated the fairness and professionalism of the College in dealing with those individuals most severely affected. We understand how much extra work this has been for College staff and join the Registrar in expressing our gratitude for all their efforts at this extremely busy time.

Measures, such as routine spot checks and possible hand scoring of selected exams, were suggested and will be taken to ensure that this type of error, if it should occur, does not go undetected in the future. Additions have been made to the most recent exam report to describe other quality control measures already in place. Further discussion of possible Standard Operating Procedures and quality control measures appropriate to this exam has been added to the agenda for next year's meeting.

#### Legislation List and Exam Preparation Instructions Provided to Candidates

A subcommittee has been formed to review the list of legislation provided to candidates and make recommendations regarding whether specific legislation having fewer than five items in the item bank should be removed from the list or kept on the list and efforts made to write more items. This subcommittee will report back to the full Committee next year.

A proposal to add further material to the preamble to the legislation list, *Legislation, Professional Standards and Guidelines of Relevance to Members of the College of Psychologists of Ontario*, is on hold until a decision is made regarding the exact legislation which will remain on the list.

#### Website information relevant to preparing to take the JEE

At the November 2023 meeting a subcommittee was struck to review the information sent out to candidates about preparing to take the JEE. Changes were made to the organization and wording of this

information to improve clarity and consistency. These changes were approved by the Committee and Dr. Susan Vandermorris will work with college staff to make the recommended changes.

#### Content warning for potentially disturbing item content on the JEE

Exam feedback has indicated that certain items that deal with traumatic subject matter may have been disturbing to individual candidates. Dr. McMurtry provided the Committee with an appropriately worded statement alerting candidates to this possibility, which will be added to the *Preparing to Take the Jurisprudence and Ethics Examination* document. At this time, it was felt that it is not necessary to add this to the exam itself, although this will be considered if there is continued concern.

#### Changes to Committee Membership

Dr. Meghan McMurtry has been a valued and conscientious member of the Committee for the past two years. We have been informed that she will be on sabbatical next year and will not be able to continue with this Committee for the 2024-2025 period. We would like to thank her for her contributions, and we hope to see her back on the Committee in the near future.

---

#### **SUBMITTED BY**

Audrey Cooley, M.A., C.Psych.Assoc., Chair

---

## REPORT TO COUNCIL

2024.04.02B

**FOURTH QUARTER, MARCH 1, 2024 – MAY 31, 2024**

### STAFF PRESENTATIONS

---

**Tony DeBono, Registrar and Executive Director**

- April 16 – Infonex Conference: Where to Draw the Fine Line: Reacting to Registrant Conduct Outside the Workplace (with Zimra Yetnikoff and Patricia Harper (attorney))
- April 27 – Succession Planning, Association for State and Provincial Psychology Board (ASPPB; Mid-Year Meeting, Boston, USA.
- May 21 – ABA Training Day, Investigations and Hearings, College of Psychologists of Ontario

**Barry Gang, Deputy Registrar and Director of Professional Affairs**

- May 10 - Association of Psychology Leaders in Ontario Schools (APLOS) - College of Psychologists of Ontario Updates
- May 29 - Ontario Psychological Association - Lunch and Learn (with Julie Hahn)

**Lesia Mackanyn, Director, Registration**

- April 12 - GTA Internship Seminar – Registration

**Zimra Yetnikoff, Director, Investigations & Hearings**

- April 16 – Infonex Conference: Where to Draw the Fine Line: Reacting to Registrant Conduct Outside the Workplace (with Tony DeBono and Patricia Harper (attorney))

---

## BRIEFING NOTE

2024.04.03A

---

### JUNE 2024 COUNCIL MEETING

## MEMORANDUM OF UNDERSTANDING BETWEEN ONTARIO AND MANITOBA

### STRATEGIC DIRECTION REFLECTION

Excellence in Care; Innovation in Regulation

---

### MOTION FOR CONSIDERATION

To approve the signing, in principle, of a Memorandum of Understanding between Ontario and Manitoba to enable telepsychology care to residents of Northwestern Ontario for services provided through Manitoba's provincial health authority that were initially referred by an Ontario physician.

**Moved by** TBD

---

### PUBLIC INTEREST RATIONALE

There are significant inequities in access to healthcare for residents of Northern Ontario in comparison to metropolitan centres of the province. Consistent with healthcare inequities more generally, there is limited access to psychological services for residents of Northern Ontario. The Winnipeg Health Authority in Manitoba provides interprofessional, academic hospital-level care to Northwest Ontarians based on an existing agreement between the two jurisdictions. Following initial healthcare services, however, many clients and their families could have their needs met virtually instead of commuting several hours to the hospital. A Memorandum of Understanding (MOU) between Ontario and Manitoba could permit the provision of services within this limited context.

---

### BACKGROUND

Residents of Northwestern Ontario have limited access to healthcare, including specialty hospital-level care. The province of Manitoba, through their Winnipeg Health Authority, provides interprofessional, academic hospital care to this underserved region of Ontario. These communities are located closer to Manitoba than they are to the closest speciality surgical centre within Ontario. It is a six-hour commute from Kenora to the Thunder Bay Regional Health Sciences Centre, but a shorter, two-hour drive to Winnipeg's academic health sciences centre<sup>1</sup>. Collaborative healthcare efforts between Manitoba and Ontario are not entirely novel, as both jurisdictions historically participated in a largescale healthcare MOU between Manitoba and Northwestern Ontario which included emergency transport and acute hospital care, given the needs of residents in this region of Ontario.

An MOU would permit psychologists in good standing with the Psychological Association of Manitoba employed by a provincial health authority ([Shared Health](#)) to provide psychological services to residents of a specified region of Northwestern Ontario within the interprofessional care model of the hospital. This MOU would permit psychologists within this model of care to see patients via telepsychology following initial hospital service. Psychologists within this model would see patients through cross-jurisdictional telepsychology services following first contact by the patient's physician.

---

<sup>1</sup> <https://www.northernpolicy.ca/healthcarecooperation>

---

**RISKS**

The risks to the Ontario public are not expected to materially change from that of typical service provision. Registrants of the Psychological Association of Manitoba providing services through the MOU will remain accountable to their provincial regulator should there be a complaint. The risks of not establishing this MOU are missed opportunities for the Ontario public to access high quality psychological care.

---

**NEXT STEPS**

Should it be approved, in principle, to pursue the creation of the MOU by Council, the Registrar will work with his counterpart in Manitoba along with the Winnipeg Health Authority Psychology Leadership. The College will receive legal consultation prior to approving a final document.

---

**CONTACT FOR QUESTIONS**

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

---

## BRIEFING NOTE

2024.04.03C

---

### JUNE 2024 COUNCIL MEETING

## PROPOSED AMENDMENT TO POLICY III F-2: RESERVE FUNDS

### STRATEGIC DIRECTION REFLECTION

*Continuous Quality Improvement*

---

### MOTION FOR CONSIDERATION

That the Council approve the proposed amendments to *Policy III F-2 – Reserve Funds*.

**Moved by** TBD

---

### PUBLIC INTEREST RATIONALE

The mandate of the College is to serve and protect the public interest, and it delivers programs and services to fulfill that mandate. The College needs to ensure it has adequate resources to deliver the programs and services necessary to meet the public interest mandate. Reserve funds are crucial to maintaining the financial sustainability of the College in the event of unexpected costs, as they are allocated to extraordinary expenditures that exceed the College's operating budget.

---

### BACKGROUND

Grounded in best financial practices, the College possesses Contingency and related funds to ensure that the College does not become insolvent (and bankrupt) in the event of unanticipated economic shocks ([Policy III F-2: Reserve Funds](#)). The Fee-Stabilization Fund was created to minimize or delay the impact of year-over-year changes in revenue or expenses on registrant renewal fees. The Fund may have masked underlying deficiencies in the College's financial strategy, as without smaller, incremental increases in registrant fees to account for inflation over a twenty-one-year period, it was necessary to increase fees more aggressively to course-correct.

The Fee-Stabilization Reserve Fund is currently at \$140,992, before accounting for the expected end-of-year deficit.

---

### RECOMMENDATIONS AND CONCLUSION

It is recommended to sunset the Fee Stabilization Fund after accounting for the current fiscal year deficit and to reallocate any remaining funds to the Contingency Reserve Fund.

---

### NEXT STEPS

Upon Council approval, revised policies to be incorporated into College Policy and Procedures Manual.

---

### ATTACHMENTS

1. *Policy III F-2 – Reserve Funds – Tracked Changes*

---

### CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

## POLICY AND PROCEDURE MANUAL

<b>POLICY</b>	Reserve Funds		
<b>SECTION</b>	Operational – Financial	<b>POLICY #</b>	III F – 2
<b>DATE CREATED</b>	March 2007	<b>DATE LAST REVISED</b>	<del>September 2017</del> June 2024
<b>NEXT REVIEW DATE</b>	<del>2025/2026</del> -2027-2028	<b>PAGE #</b>	1 of 2

### POLICY STATEMENT

The College shall establish and maintain reserve funds in order to cover variable and/or unforeseen costs and expenses.

### PROCEDURE

1. The College shall establish and maintain the following reserve funds: Investigations & Hearings Reserve Fund, Contingency Reserve Fund, ~~Fee Stabilization Fund~~, and any other reserve funds as deemed appropriate by the Council.
2. All transfers to and from the reserve funds shall be approved by the Council upon the recommendation of the Finance and Audit Committee, unless otherwise specified.
3. The details of the funds are as follows:
  - a. Investigations & Hearings Reserve Fund
    - i. The Investigations & Hearings Reserve Fund is designated to cover costs, including legal costs, for the conduct of inquiries, investigations, discipline hearings, fitness to practice hearings, appeals and payments under the program for Funding for Therapy and Counseling which exceed annual budget provisions for those activities.
    - ii. The minimum amount to be maintained in this fund is \$300,000 or such greater amount as may be determined by the Council of the College.
    - iii. In any fiscal year in which the costs of the activities set out in paragraph 3(a) exceed budget and the College runs an operating deficit for that year, funds may be transferred from this fund to cover the cost overrun.
  - b. Contingency Reserve Fund
    - i. The Contingency Reserve Fund is designated to provide for extraordinary expenses that exceed or fall outside of the provisions of the College's operating budget and are not otherwise covered by the Investigations & Hearings Reserve Fund or to fund the College's obligations in extreme circumstances as determined and approved by the Council of the College including in the event that the College ceases to exist as a statutory body corporate.
    - ii. The minimum amount to be maintained in this fund is \$500,000 or such greater amount as may be determined by the Council of the College
    - iii. In the event of dissolution of the Council, these funds are to be used only upon approval of a person or entity legally authorized to oversee the financial affairs of the College.
  - c. ~~Fee Stabilization Fund~~
    - i. ~~The Fee Stabilization Fund is designated to minimize or delay the impact of year over year changes in revenues or expenses on membership renewal fees.~~

- ~~ii. In any fiscal year in which there is an operating deficit, even after funds from the Investigations & Hearings Fund are applied to cover any overspends for costs, including legal costs, for the conduct of inquiries, investigations, discipline hearings, fitness to practice hearings, appeals and payments under the program for Funding for Therapy and Counseling, funds may be transferred from the Fee Stabilization Fund to cover such deficit.~~
  - ~~iii. In any fiscal year in which the fee stabilization fund falls below \$500,000, the Finance and Audit Committee will make recommendations to Council for a strategy for topping up the Fund.~~
4. Maximum Aggregate Value of Reserve Funds: The aggregate value of these reserve funds shall not exceed \$3 million, or such other amount as may be approved by the Council of the College. In the event that there are surpluses in excess of this amount, the Finance and Audit Committee will consider whether to recommend to Council means for reducing revenues or for increased spending in the service of the public, members and other stakeholders, in subsequent years.



---

## BRIEFING NOTE

2024.04.03D

---

### JUNE 2024 COUNCIL MEETING

## POLICIES AND PROCEDURES MANUAL – AMENDMENTS TO INCLUDE ABA

### STRATEGIC DIRECTION REFLECTION

*Innovation in Regulation*

---

### MOTION FOR CONSIDERATION

That the Council approve the changes in the College Policies and Procedures Manual to incorporate the profession of applied behaviour analysis.

**Moved By** TBD

---

### PUBLIC INTEREST RATIONALE

To prepare for proclamation of the [Psychology and Applied Behaviour Analysis Act, 2021](#), the College must amend its Policies and Procedures Manual to now include the profession of applied behaviour analysis and the regulation of Behaviour Analyst professionals. The mandate of the College is to serve and protect the public interest, and it delivers programs and services to fulfill that mandate. The College needs to ensure it has Policies and Procedures in place for both professions to deliver the programs and services necessary to meet the public interest mandate.

---

### BACKGROUND

The College of Psychologists of Ontario has been working towards welcoming Behaviour Analysts into what will be the new College of Psychologists and Behaviour Analysts of Ontario to be established under the yet to be proclaimed *Psychology and Applied Behaviour Analysis Act, 2021*. This *Act* will be proclaimed on July 1, 2024. The *Act* creates the new health profession of applied behaviour analysis with its own distinct scope of practice. As approved at the December 2023 Council Meeting within the Registration Guidelines for Behaviour Analysts, the Vulnerable Sector Screening procedure has now been formalized in the form of a policy (attached). To avoid a disruption in College services, the revised *Policies and Procedures* need to be approved to be in place by July 1, 2024.

---

### RISK

Should the policies and procedures manual amendments to include ABA not be approved, it poses the risk of the College not having the operational infrastructure ready for the proclamation of the new *Act*.

---

### BUDGETARY IMPLICATIONS

None.

---

### NEXT STEPS

Upon approval of the Council, the changes, including the new policy II – 2(vi) *Vulnerable Sector Screening Policy for Behaviour Analysts*, will be included in the College Policies and Procedures Manual.

---

**ATTACHMENTS**

1. Summary 3-Column Chart with Proposed Amendments to Policies and Procedures Manual
2. *Policy II – 2(vi) - Vulnerable Sector Screening Policy for Behaviour Analysts*

---

**CONTACT FOR QUESTIONS**

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

Current	Proposed Change	Rationale
<b>Policy I – 2(a) Code of Conduct For Members of Council and its Committees</b>		
<p><b>POLICY STATEMENT</b></p> <p>This <i>Code of Conduct</i> serves to provide Council and its Committees with high standards of conduct to guide and support their work in the best interests of the College, its legislative mandate, and the public. Council and Committee members have a responsibility to effectively regulate the profession of psychology in the public interest. In doing so, members are expected to comply with, support and promote, the principles set out in this <i>Code</i>. Each individual and the Council or Committee as a whole, is accountable for its conduct and performance.</p>	<p>This <i>Code of Conduct</i> serves to provide Council and its Committees with high standards of conduct to guide and support their work in the best interests of the College, its legislative mandate, and the public. Council and Committee members have a responsibility to effectively regulate the profession of psychology <a href="#">and applied behaviour analysis</a> in the public interest. In doing so, members are expected to comply with, support and promote, the principles set out in this <i>Code</i>. Each individual and the Council or Committee as a whole, is accountable for its conduct and performance.</p>	Housekeeping
<p><b>LEGISLATION, BY-LAWS AND POLICIES</b></p> <p>1. Council and Committee members shall:</p> <p>a. be familiar and comply with the provisions of the <i>Regulated Health Professions Act, 1991 (RHPA)</i>, its regulations and the Health Professions Procedural Code being schedule 2 of the <i>RHPA</i>, the <i>Psychology Act, 1991</i> and its regulations, and the By-laws and policies of the College;</p>	<p><b>LEGISLATION, BY-LAWS AND POLICIES</b></p> <p>1. Council and Committee members shall:</p> <p>a. be familiar and comply with the provisions of the <i>Regulated Health Professions Act, 1991 (RHPA)</i>, its regulations and the Health Professions Procedural Code being schedule 2 of the <i>RHPA</i>, the <i>Psychology <a href="#">and Applied Behaviour Analysis Act, 2021</a></i> and its regulations, and the By-laws and policies of the College;</p>	Housekeeping
<b>Policy I – 11 Role of the President</b>		
<p><b>POLICY STATEMENT</b></p> <p>The President of the College of Psychologists of Ontario is the chief officer of the College and, in conjunction with the Council, is ultimately</p>	<p><b>POLICY STATEMENT</b></p> <p>The President of the College of Psychologists <a href="#">and Behaviour Analysts</a> of Ontario is the chief officer of the College and, in conjunction with the Council, is</p>	Housekeeping

responsible for the fulfillment of the vision, mission, values and goals of the College.	ultimately responsible for the fulfillment of the vision, mission, values and goals of the College.	
<p>3. Major Responsibilities</p> <p>a. Leadership and Direction of the Council and the Executive Committee</p> <p>i. Provides strategic leadership by ensuring the vision of the College is articulated and acted upon by Council and staff to fulfill the mandate of the College as the self-governing body of the psychology profession in Ontario.</p>	<p>3. Major Responsibilities</p> <p>a. Leadership and Direction of the Council and the Executive Committee</p> <p>i. Provides strategic leadership by ensuring the vision of the College is articulated and acted upon by Council and staff to fulfill the mandate of the College as the self-governing body of the psychology <a href="#">and applied behaviour analysis</a> professions in Ontario.</p>	Housekeeping
<p>c. Senior Representative of the College to External Stakeholders</p> <p>i. Represents the College by communicating Council-stated policies and positions both within and outside of the psychological profession. Acts as a spokesperson for the College at official liaison functions and public functions</p> <p>ii. Collaborates with outside organizations, agencies and institutions to advance the goals of the College and to enhance the profile of the College.</p> <p>iii. Maintains good public relations with membership, public, health care organizations, educational groups, various groups interested in the professions of psychology professional associations, and government.</p>	<p>c. Senior Representative of the College to External Stakeholders</p> <p>i. Represents the College by communicating Council-stated policies and positions both within and outside of the psychological <a href="#">and applied behaviour analysis</a> professions. Acts as a spokesperson for the College at official liaison functions and public functions</p> <p>ii. Collaborates with outside organizations, agencies and institutions to advance the goals of the College and to enhance the profile of the College.</p> <p>iii. Maintains good public relations with membership, public, health care organizations, educational groups, various groups interested in the professions of psychology <a href="#">and applied behaviour analysis</a></p>	Housekeeping

	professional associations, and government.	
<p>4. Role Outcomes</p> <p>Ensure the achievement of the College of Psychologists of Ontario's vision, mission, values and goals through attentive stewardship of the operations of the College Council and Executive Committee</p>	<p>4. Role Outcomes</p> <p>Ensure the achievement of the College of Psychologists <u>and Behaviour Analysts</u> of Ontario's vision, mission, values and goals through attentive stewardship of the operations of the College Council and Executive Committee</p>	Housekeeping
<p>Policy I – 15 Succession Plan for the Position of Registrar &amp; Executive Director</p>		
<p><u>7. Managing stakeholder communications and relationships during the transition</u></p> <p>The President, in collaboration with the Acting Registrar &amp; Executive Director, will ensure that the following stakeholders receive notification of the absence of the Registrar &amp; Executive Director and the appointment of the Acting Registrar &amp; Executive Director:</p> <ol style="list-style-type: none"> <li>College Staff;</li> <li>General Counsel to the College;</li> <li>Ministry of Health – Director, Health Workforce Regulatory Oversight Branch (Short-Term or Long-Term Plan); Minister's Office (Long-Term Plan);</li> <li>Health Profession Regulators of Ontario (HPRO) – President; Executive Director;</li> <li>College Bank – with formal signed motion from Council to confer additional signing authorities on the individual serving as Acting Registrar &amp; Executive Director and/or</li> </ol>	<p><u>7. Managing stakeholder communications and relationships during the transition</u></p> <p>The President, in collaboration with the Acting Registrar &amp; Executive Director, will ensure that the following stakeholders receive notification of the absence of the Registrar &amp; Executive Director and the appointment of the Acting Registrar &amp; Executive Director:</p> <ol style="list-style-type: none"> <li>College Staff;</li> <li>General Counsel to the College;</li> <li>Ministry of Health – Director, Health Workforce Regulatory Oversight Branch (Short-Term or Long-Term Plan); Minister's Office (Long-Term Plan);</li> <li>Health Profession Regulators of Ontario (HPRO) – President; Executive Director;</li> <li>College Bank – with formal signed motion from Council to confer additional signing authorities on the individual serving as Acting Registrar &amp; Executive Director and/or</li> </ol>	Added for new profession.

<p>on Director given additional signing authorities normally provided to the Deputy Registrar;</p> <ul style="list-style-type: none"> <li>f) College Members;</li> <li>g) College Auditor;</li> <li>h) Professional Associations – Ontario Psychological Association (OPA), Ontario Association of Mental Health Professionals (OAMHP), Canadian Psychological Association (CPA);</li> <li>i) Association of Canadian Psychology Regulatory Organizations (ACPRO);</li> <li>j) Association of State and Provincial Psychology Boards (ASPPB).</li> </ul>	<p>on Director given additional signing authorities normally provided to the Deputy Registrar;</p> <ul style="list-style-type: none"> <li>f) College Members;</li> <li>g) College Auditor;</li> <li>h) Professional Associations – Ontario Psychological Association (OPA), Ontario Association of Mental Health Professionals (OAMHP), Canadian Psychological Association (CPA), <a href="#">Ontario Association for Behaviour Analysis (ONTABA)</a>;</li> <li>i) Association of Canadian Psychology Regulatory Organizations (ACPRO);</li> <li>j) Association of State and Provincial Psychology Boards (ASPPB);</li> <li>k) <a href="#">Behavior Analysis Certification Board (BACB)</a>.</li> </ul>	
<p><b>PERMANENT LEADERSHIP PLAN</b></p> <ul style="list-style-type: none"> <li>5) Once the offer has been agreed to and signed, stakeholders will be notified of the hiring of new Registrar &amp; Executive Director: <ul style="list-style-type: none"> <li>a. College Staff;</li> <li>b. General counsel to the College;</li> <li>c. Ministry of Health and Long-Term Care – Director, Health Workforce Regulatory Oversight Branch;</li> <li>d. Health Profession Regulators of Ontario (HPRO) – President; Executive Director;</li> <li>e. College Bank – with formal signed motion from Council to conferring signing authorities;</li> <li>f. College Members;</li> <li>g. College Auditor;</li> </ul> </li> </ul>	<p><b>PERMANENT LEADERSHIP PLAN</b></p> <ul style="list-style-type: none"> <li>5) Once the offer has been agreed to and signed, stakeholders will be notified of the hiring of new Registrar &amp; Executive Director: <ul style="list-style-type: none"> <li>a. College Staff;</li> <li>b. General counsel to the College;</li> <li>c. Ministry of Health and Long-Term Care – Director, Health Workforce Regulatory Oversight Branch;</li> <li>d. Health Profession Regulators of Ontario (HPRO) – President; Executive Director;</li> <li>e. College Bank – with formal signed motion from Council to conferring signing authorities;</li> <li>f. College Members;</li> <li>g. College Auditor;</li> </ul> </li> </ul>	<p>Added for new profession</p>

<p>h. Professional associations – Ontario Psychological Association (OPA), Ontario Association of Mental Health Professionals (OAMHP), Canadian Psychological Association (CPA)</p> <p>i. Association of Canadian Psychology Regulatory Organizations (ACPRO); and,</p> <p>j. Association of State and Provincial Psychology Boards (ASPPB);</p>	<p>h. Professional associations – Ontario Psychological Association (OPA), Ontario Association of Mental Health Professionals (OAMHP), Canadian Psychological Association (CPA), <a href="#">Ontario Association for Behaviour Analysis (ONTABA)</a>;</p> <p>i. Association of Canadian Psychology Regulatory Organizations (ACPRO); and,</p> <p>j. Association of State and Provincial Psychology Boards (ASPPB);</p> <p>k. <a href="#">Behavior Analysis Certification Board (BACB)</a>.</p>	
<p><b>Appendix D</b>  <b>BY-LAW 9: BANKING AND FINANCE</b>  <i>[Approved by Council on June 11, 1994; last amended on September 18, 2015]</i></p> <p>This By-law is made under the authority of the <i>Regulated Health Professions Act, 1991</i> as amended and the <i>Psychology Act, 1991</i> as amended.</p>	<p><b>BY-LAW 9: BANKING AND FINANCE</b>  <i>[Approved by Council on June 11, 1994; last amended on September 18, 2015]</i></p> <p>This By-law is made under the authority of the <i>Regulated Health Professions Act, 1991</i> as amended and the <i>Psychology and Applied Behaviour Analysis Act, <del>1991</del> 2021</i> as amended.</p>	<p>Housekeeping</p>
<p><b>Appendix G</b>  <b>Position Description: Registrar &amp; Executive Director</b></p> <p><b>THE COLLEGE OF PSYCHOLOGISTS ONTARIO</b></p>	<p><b>Position Description: Registrar &amp; Executive Director</b></p> <p><b>THE COLLEGE OF PSYCHOLOGISTS AND BEHAVIOUR ANALYSTS OF ONTARIO</b></p>	<p>Housekeeping</p>
<p>Role: To discharge the responsibilities of the Registrar &amp; Executive Director under the <i>Regulated Health Professions Act (1991)</i>, the <i>Psychology Act (1991)</i> and the Regulations under the Act, to advise and support the Council in fulfilling its responsibilities, and to</p>	<p>To discharge the responsibilities of the Registrar &amp; Executive Director under the <i>Regulated Health Professions Act (1991)</i>, the <i>Psychology and Applied Behaviour Analysis Act (<del>1991</del>2021)</i> the and the Regulations under the Act, to advise and support the Council in fulfilling its</p>	

<p>enact Council policy. These responsibilities are executed while reflecting the strategic direction approved by Council and promoting and maintaining good public relations with agencies, registrants, government, and the public. The conduct of the Registrar &amp; Executive Director shall always be consistent with a position of public trust.</p>	<p>responsibilities, and to enact Council policy. These responsibilities are executed while reflecting the strategic direction approved by Council and promoting and maintaining good public relations with agencies, registrants, government, and the public. The conduct of the Registrar &amp; Executive Director shall always be consistent with a position of public trust.</p>	
<p>Policy II – 2(i) Registration Committee: Terms of Reference/Role</p>		
<p><b>POLICY STATEMENT</b> The Registration Committee shall exercise its authority and fulfil its responsibilities as set out in the <i>Regulated Health Professions Act, 1991</i>, Regulations under the <i>Psychology Act, 1991</i> and the By-laws and policies approved by Council.</p>	<p>The Registration Committee shall exercise its authority and fulfil its responsibilities as set out in the <i>Regulated Health Professions Act, 1991</i>, Regulations under the <i>Psychology and Applied Behaviour Analysis Act, 1991-2021</i> and the By-laws and policies approved by Council.</p>	<p>Housekeeping</p>
<p>Policy II – 2(ii) Examination - Taking Irregularities - Cheating</p>		
<p><b>PROCEDURE</b> 1. Examination for Professional Practice in Psychology (EPPP) If the College receives a report from the Association of State and Provincial Board or the Professional Examination Service that a candidate participated in any irregularity occurring prior to, during, or subsequent to this examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, the College reserves the right to invalidate the candidate's examination score.  2. Jurisprudence and Ethics Examination (JEE)</p>	<p><b>PROCEDURE</b> 1. Examination for Professional Practice in Psychology (EPPP) If the College receives a report from the Association of State and Provincial Board or the Professional Examination Service that a candidate participated in any irregularity occurring prior to, during, or subsequent to this examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, the College reserves the right to invalidate the candidate's examination score.  2. Jurisprudence and Ethics Examination (JEE)</p>	<p>Added for new profession.</p>



<p>If the College receives a report from a proctor that a candidate participated in any irregularity, such as giving or obtaining unauthorized information, the College reserves the right to invalidate the candidate’s examination score.</p>	<p>If the College receives a report from a proctor that a candidate participated in any irregularity, such as giving or obtaining unauthorized information, the College reserves the right to invalidate the candidate’s examination score.</p> <p><a href="#">3. Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA)</a>  <a href="#">If the College receives a report from a proctor that a candidate participated in any irregularity, such as giving or obtaining unauthorized information, the College reserves the right to invalidate the candidate’s examination score.</a></p>	
<p>Policy II – 2(iii) Language Fluency Policy</p>		
<p><b>PROCEDURE</b></p> <p><b>Applicable to applicants for the following classes of certificate of registration:</b></p> <ol style="list-style-type: none"> <li>1. Psychologist authorizing autonomous practice</li> <li>2. Psychologist authorizing interim autonomous practice</li> <li>3. Psychologist authorizing supervised practice</li> <li>4. Psychological Associate authorizing autonomous practice</li> <li>5. Psychological Associate authorizing interim autonomous practice</li> <li>6. Psychological Associate authorizing supervised practice</li> </ol>	<p><b>PROCEDURE</b></p> <p><b>Applicable to applicants for the following classes of certificate of registration:</b></p> <ol style="list-style-type: none"> <li>1. Psychologist authorizing autonomous practice</li> <li>2. Psychologist authorizing interim autonomous practice</li> <li>3. Psychologist authorizing supervised practice</li> <li>4. Psychological Associate authorizing autonomous practice</li> <li>5. Psychological Associate authorizing interim autonomous practice</li> <li>6. Psychological Associate authorizing supervised practice</li> <li><a href="#">7. Behaviour Analyst authorizing autonomous practice</a></li> <li><a href="#">8. Behaviour Analyst authorizing supervised practice</a></li> </ol>	<p>Added for new profession</p>

<p><b>Applicable Regulation:</b>  ONTARIO REGULATION 74/15, REGISTRATION  3. The following are registration requirements for all certificates of registration:  2. The applicant must be able with reasonable fluency to speak and write either English or French.</p>	<p><b>Applicable Regulation:</b>  ONTARIO REGULATION <a href="#">74/15193/23</a>,  REGISTRATION  3. The following are registration requirements for all certificates of registration:  2. The applicant must be able with reasonable fluency to speak and write either English or French.</p>	Housekeeping
<p><b>Principle(s):</b>  Effective communication is essential for the provision of competent, safe and quality psychological services. Language fluency enhances public protection by ensuring that members can communicate effectively with clients and other members of the health-care team. For these reasons the Registration Committee believes that applicants must provide persuasive evidence of language fluency in English or French.</p>	<p><b>Principle(s):</b>  Effective communication is essential for the provision of competent, safe and quality psychological <a href="#">and behaviour analysis</a> services. Language fluency enhances public protection by ensuring that members can communicate effectively with clients and other members of the health-care team. For these reasons the Registration Committee believes that applicants must provide persuasive evidence of language fluency in English or French.</p>	Added for new profession.
<p><b>Decision Criteria:</b>  An applicant may meet the requirement by:  1. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant's highest level psychology degree was completed in either Canada; the United States of America; or</p>	<p><b>Decision Criteria:</b>  An applicant may meet the requirement by:  1. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant's highest level psychology <a href="#">or behaviour analysis</a> degree was completed in either Canada; the United States of America; or</p>	<p>Added for new profession.</p> <hr/> <p>Housekeeping.</p>

<p>2. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant’s highest level psychology degree was completed in a country other than Canada or the USA, where the language of instruction was in either English or French; or</p> <p>3. Providing a written confirmation sent directly from the educational institution to the College, verifying that the applicant’s highest level psychology degree was completed in either English or French;</p> <p>4. An applicant may provide a report, sent directly from the language testing agency to the College, verifying that the applicant has achieved the minimum scores indicated on one of the standardized language fluency tests approved by the College. An applicant must meet minimum scores in each area of <u>one test</u> and test results will be considered valid for two years from the date the test was administered.</p> <p><b>TESTS AND MINIMUM SCORES REQUIRED TO MEET THE LANGUAGE FLUENCY REQUIREMENT</b></p> <p>–</p> <p><b>COLLEGE OF PSYCHOLOGISTS OF ONTARIO</b></p> <p>(table – English tests and required scores)  <b>TOEFL internet based test (iBT)</b>          Writing: 27          Speaking: 24</p>	<p>2. Providing documentary evidence in the form of a transcript sent directly from the educational institution to the College, indicating that the applicant’s highest level psychology <u>or behaviour analysis</u> degree was completed in a country other than Canada or the USA, where the language of instruction was in either English or French; or</p> <p>3. Providing a written confirmation sent directly from the educational institution to the College, verifying that the applicant’s highest level psychology <u>or behaviour analysis</u> degree was completed in either English or French;</p> <p>4. An applicant may provide a report, sent directly from the language testing agency to the College, verifying that the applicant has achieved the minimum scores indicated on one of the standardized language fluency tests approved by the College. An applicant must meet minimum scores in each area of <u>one test</u> and test results will be considered valid for two years from the date the test was administered.</p> <p><b>TESTS AND MINIMUM SCORES REQUIRED TO MEET THE LANGUAGE FLUENCY REQUIREMENT</b></p> <p>–</p> <p><b>COLLEGE OF PSYCHOLOGISTS <u>AND BEHAVIOUR ANALYSTS</u> OF ONTARIO</b></p> <p>(table – English tests and required scores)  <b>TOEFL internet based test (iBT)</b>          Writing: 27</p>	<p>PTE Core added as acceptable English language test for both professions.</p>
---	---	---

<p>Listening: 24 Reading: 24</p> <p><b>IELTS</b> <b>(Academic or General Training)</b> Writing: 7 Speaking: 7 Listening: 7 Reading: 7</p> <p><b>CELPPI General</b> Writing: 8 Speaking: 8 Listening: 8 Reading: 8</p> <p>5. An applicant may provide to the Registration Committee other compelling evidence of language fluency. This could be, for example, providing documentary evidence in the form of an academic transcript of other post-secondary education completed entirely in English or French, or that the applicant was registered and practiced the profession in an English or French practice environment for a minimum of the equivalent of two years full-time, which could be confirmed through proof of registration sent directly from the psychology regulatory body, letters(s) from employer(s) or supervisor(s) etc.</p>	<p>Speaking: 24 Listening: 24 Reading: 24</p> <p><b>IELTS</b> <b>(Academic or General Training)</b> Writing: 7 Speaking: 7 Listening: 7 Reading: 7</p> <p><b>CELPPI General</b> Writing: 8 Speaking: 8 Listening: 8 Reading: 8</p> <p><a href="#">PTE Core (Pearson Test of English)</a> <a href="#">Writing: 79-87</a> <a href="#">Speaking: 76-83</a> <a href="#">Listening: 71-81</a> <a href="#">Reading: 69-77</a></p> <p>5. An applicant may provide to the Registration Committee other compelling evidence of language fluency. This could be, for example, providing documentary evidence in the form of an academic transcript of other post-secondary education completed entirely in English or French, or that the applicant was registered and practiced the profession in an English or French practice environment for a minimum of the equivalent of two years full-time, which could be confirmed through proof of registration sent directly from the psychology <a href="#">or applied</a></p>	
--	--	--

<p>All such documentation must be sent directly to the College as a hard-copy original document, PDF, or fax.</p>	<p><a href="#">behaviour analysis</a> regulatory body, letters(s) from employer(s) or supervisor(s) etc. All such documentation must be sent directly to the College as a hard-copy original document, PDF, or fax.</p>	
<p>Policy II – 2(iv) Accommodation for College Administered Examinations</p>		
<p><b>PROCEDURE</b> Applicants who require accommodation with respect to examinations are required to:</p> <ol style="list-style-type: none"> <li>1. Complete the appropriate Examination Accommodations Form [section (D) of the Application for Supervised Practice; and provide to the College either:             <ol style="list-style-type: none"> <li>b. Form 2 - Examination Accommodation – Academic Documentation, along with appropriate documentation, completed by an accessible services representative of the post-secondary institution where psychology degree(s) were completed, indicating accommodations approved and used during their academic studies. The form and documentation should be sent directly to the College.</li> </ol> </li> </ol>	<p><b>PROCEDURE</b> Applicants who require accommodation with respect to examinations are required to:</p> <ol style="list-style-type: none"> <li>1. Complete the appropriate Examination Accommodations Form [section (D) of the Application for Supervised Practice; and provide to the College either:             <ol style="list-style-type: none"> <li>b. Form 2 - Examination Accommodation – Academic Documentation, along with appropriate documentation, completed by an accessible services representative of the post-secondary institution where <a href="#">psychology</a> degree(s) were completed, indicating accommodations approved and used during their academic studies. The form and documentation should be sent directly to the College.</li> </ol> </li> </ol>	<p>Removed to include both professions</p>
<p>Additional Conditions:</p> <ol style="list-style-type: none"> <li>4. An applicant who has been granted accommodation for either the EPPP or JEE will be afforded accommodation based on the same identified needs, if required, for both examinations.</li> </ol>	<p>Additional Conditions:</p> <ol style="list-style-type: none"> <li>4. A <a href="#">psychology</a> applicant who has been granted accommodation for either the EPPP or JEE will be afforded accommodation based on the same identified needs, if required, for both examinations.</li> </ol>	<p>Added for clarity</p>

Policy II – 2(v) Alternative Documentation Guidelines		
<p><b>PROCEDURE</b>  <b>Applicable to applicants for the following classes of certificates of registration:</b></p> <ol style="list-style-type: none"> <li>1. Certificate of registration for a psychologist authorizing supervised practice</li> <li>2. Certificate of registration for a psychologist authorizing interim autonomous practice</li> <li>3. Certificate of registration for a psychological associate authorizing supervised practice</li> <li>4. Certificate of registration for a psychological associate authorizing interim autonomous practice</li> </ol>	<p><b>PROCEDURE</b>  <b>Applicable to applicants for the following classes of certificates of registration:</b></p> <ol style="list-style-type: none"> <li>1. Certificate of registration for a psychologist authorizing supervised practice</li> <li>2. Certificate of registration for a psychologist authorizing interim autonomous practice</li> <li>3. Certificate of registration for a psychological associate authorizing supervised practice</li> <li>4. Certificate of registration for a psychological associate authorizing interim autonomous practice</li> <li>5. <a href="#">Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice</a></li> <li>6. <a href="#">Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice</a></li> </ol>	<p>Added for new profession</p>
<p><b>Applicable Regulation:</b> O.Reg.74/15, Registration</p>	<p><b>Applicable Regulation:</b> O.Reg.<del>74/15</del><a href="#">193/23</a>, Registration</p>	<p>Housekeeping</p>
Policy II – 2 (vi) Vulnerable Sector Screening Policy for Behaviour Analysts		
	<p><b><u>POLICY STATEMENT</u></b>  <u>One of the ways that the College ensures that members of the public receive competent and ethical professional services from qualified providers, is to ensure that all applicants for registration be of good character.</u></p> <p><u>All applicants for registration as a Behaviour Analyst are required to provide the results of a Vulnerable Sector Check as part of their application. A Vulnerable</u></p>	<p><a href="#">Added for new profession</a></p>

Sector Check provides an added level of public protection by obtaining information from an outside entity about an applicant's good character.

---

**PROCEDURE**

**Applicable to applicants for the following classes of certificates of registration:**

7. Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice
8. Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice

**Type of Requirement:** Non-exemptible

**Applicable Regulation:** O.Reg.193/23, Registration

**Process:**

As part of their application with the College, an applicant must submit the results of a Vulnerable Sector Check. A check is valid for 6 months from the date of issuance and must be valid at the time the applicant submits a completed application. The College reserves the right to request an updated Vulnerable Sector Check as required. It is the applicant's responsibility to obtain the correct type of check and pay all related fees.

The Vulnerable Sector Check must be completed on the applicants current and previous legal name(s). The applicant's full legal name, previous name(s), and date of birth on the Vulnerable Sector Check must match the information the applicant has reported to the College in their application form. The College

	<p><u>reserves the right to refuse a check that does not match the applicant’s information.</u>  <u>The College will accept a Vulnerable Sector Check from the following: a municipal police service, a First Nations police service, or the Ontario Provincial Police.</u></p> <p><u>A Vulnerable Sector Check with one or more findings will not necessarily result in a refusal to register. The College’s Registrar will review the finding(s) and may request further details from the applicant.</u>  <u>Where the Registrar has reasonable doubts about whether the applicant is likely to practice the profession of applied behaviour analysis safely and ethically, the applicant will be notified in writing that the Registrar has referred their application to the Registration Committee for a further review (and decision) with respect to the applicant’s eligibility for registration.</u></p> <p><b><u>Exception:</u></b>  <u>Applicants who can prove to the Registrar that they are unable to obtain a Vulnerable Sector Check must complete a criminal record screening approved by the Registrar.</u></p>	
<p>Policy II – 3(vi) Requests for Removal of Information from the Public Register</p>		
<p><b>BACKGROUND</b>                  The College is committed to ensuring that Ontarians have access to information about psychologists and psychological associates that is relevant, timely, useful and accurate, and improves the public’s ability to make informed decisions</p>	<p><b>BACKGROUND</b>                  The College is committed to ensuring that Ontarians have access to information about psychologists, <del>and</del> psychological associates, <del>and</del> <u>behaviour analysts</u> that is relevant, timely, useful and accurate, and improves the public’s ability to</p>	<p>Added for new profession</p>



<p>about their health care. The College posts information on the public register as required by s.23 of the Code and College <i>By-Law 25: The Register and Related Matters</i>. Under s.23(7) of the Code, the Registrar may refuse to post information that is otherwise available to the public if “the Registrar has reasonable grounds to believe that the information is obsolete and no longer relevant to the member’s suitability to practise.” This process does not apply to information related to Discipline or Fitness to Practice proceedings as requests to remove this information must be made to the respective Committee [Code s.23(11)].</p>	<p>make informed decisions about their health care. The College posts information on the public register as required by s.23 of the Code and College <i>By-Law 25: The Register and Related Matters</i>. Under s.23(7) of the Code, the Registrar may refuse to post information that is otherwise available to the public if “the Registrar has reasonable grounds to believe that the information is obsolete and no longer relevant to the member’s suitability to practise.” This process does not apply to information related to Discipline or Fitness to Practice proceedings as requests to remove this information must be made to the respective Committee [Code s.23(11)].</p>	
<p><b>PROCEDURE</b></p> <p>2. In considering the request, the Registrar will consider the relevant factors including but not limited to:</p> <p>a. <u>Transparency</u>: The public is entitled to information about psychologists and psychological associates which will assist them in making informed choices about their health care. There should be adequate and compelling reasons for removing access to otherwise public information. This may include information about remediation outcomes and any additional steps taken to remediate concerns.</p>	<p><b>PROCEDURE</b></p> <p>2. In considering the request, the Registrar will consider the relevant factors including but not limited to:</p> <p>a. <u>Transparency</u>: The public is entitled to information about psychologists, <u>and</u> psychological associates, <u>and behaviour analysts</u> which will assist them in making informed choices about their health care. There should be adequate and compelling reasons for removing access to otherwise public information. This may include information about remediation outcomes and any additional steps taken to remediate concerns.</p>	<p>Added for new profession</p>
<p>Policy II – 4(ii) Discipline Committee: Rules of Procedure</p>		
<p><b>1.02 Definitions</b></p>	<p><b>1.02 Definitions</b></p>	<p>Housekeeping</p>

<p>1.02(1) In these Rules, unless the context requires otherwise,</p> <p>“Chair” means the Chair of the full Discipline Committee or their designate;</p> <p>“Code” means the <i>Health Professions Procedural Code</i>, being Schedule 2 to the <i>Regulated Health Professions Act, 1991</i>;</p> <p>“College” means the College of Psychologists of Ontario;</p>	<p>1.02(1) In these Rules, unless the context requires otherwise,</p> <p>“Chair” means the Chair of the full Discipline Committee or their designate;</p> <p>“Code” means the <i>Health Professions Procedural Code</i>, being Schedule 2 to the <i>Regulated Health Professions Act, 1991</i>;</p> <p>“College” means the College of Psychologists <u>and Behaviour Analysts</u> of Ontario;</p>	
<p>Policy II – 5(i) Quality Assurance Committee: Terms of Reference/Role</p>		
<p><b>POLICY STATEMENT</b></p> <p>The Quality Assurance Committee shall exercise its authority and fulfil its responsibilities as set out in the <i>Regulated Health Professions Act, 1991</i>, Regulations under the <i>Psychology Act, 1991</i> and the By-laws and policies approved by Council.</p>	<p><b>POLICY STATEMENT</b></p> <p>The Quality Assurance Committee shall exercise its authority and fulfil its responsibilities as set out in the <i>Regulated Health Professions Act, 1991</i>, Regulations under the <i>Psychology <u>and Applied Behaviour Analysis Act, 1997/2021</u></i> and the By-laws and policies approved by Council.</p>	<p>Housekeeping</p>
<p>Policy II – 5(v) Quality Assurance Requirements for Members with a <i>Certificate of Registration Authorizing Interim Autonomous Practice</i></p>		
<p><b>PROCEDURE</b></p> <p>3. If verification is not obtained or if the home jurisdiction has no self-assessment or continuing professional development requirements, the individual will be subject to the corresponding requirements set for</p>	<p><b>PROCEDURE</b></p> <p>3. If verification is not obtained or if the home jurisdiction has no self-assessment or continuing professional development requirements, the individual will be subject to the corresponding requirements set for</p>	<p>Housekeeping</p>

members of the College of Psychologists of Ontario.	members of the College of Psychologists <a href="#">and Behaviour Analysts</a> of Ontario.	
Policy II – 7(ii) Funding for Therapy and Counselling for Clients of Members Alleging Sexual Abuse while Receiving Supervised Psychological <a href="#">and ABA</a> Services		
<p><b>POLICY STATEMENT</b> Funding for Therapy and Counselling may be extended to a client who alleges sexual abuse by a non-member providing psychological services under the supervision of a member.</p> <p><b>PROCEDURE</b></p> <p>1. The Client Relations Committee shall review applications for funding made by recipients of psychological services if it has been alleged in a Complaint or Report that they have been sexually abused while receiving such services from an individual being supervised by a member.</p> <p>2. For this purpose, a psychological service is defined as an activity which falls within the scope of practice of psychology, as set out in the <i>Psychology Act, 1991</i>: <i>Scope of practice</i> <i>3 The practice of psychology is the assessment of behavioral and mental conditions, the diagnosis of neuropsychological disorders and dysfunctions and psychotic, neurotic and personality disorders and dysfunctions and the prevention and treatment of behavioral and mental disorders and dysfunctions and the maintenance and enhancement of physical,</i></p>	<p><b>POLICY STATEMENT</b> Funding for Therapy and Counselling may be extended to a client who alleges sexual abuse by a non-member providing psychological <a href="#">or applied behaviour analysis (ABA)</a> services under the supervision of a member.</p> <p><b>PROCEDURE</b></p> <p>1. The Client Relations Committee shall review applications for funding made by recipients of psychological <a href="#">or ABA</a> services if it has been alleged in a Complaint or Report that they have been sexually abused while receiving such services from an individual being supervised by a member.</p> <p><a href="#">2.</a> For this purpose: A psychological service is defined as an activity which falls within the scope of practice of psychology, as set out in the <i>Psychology <a href="#">and Applied Behaviour Analysis</a> Act, <del>1991</del>2021</i>: <i>Scope of practice</i> <a href="#">Psychology</a> <i>3(1) The practice of psychology is the assessment of behavioral and mental conditions, the diagnosis of neuropsychological disorders and dysfunctions and psychotic, neurotic and personality disorders and dysfunctions and the prevention and treatment</i></p>	<p><a href="#">Added for new profession.</a></p>

<p><i>intellectual, emotional, social and interpersonal functioning. 1991, c. 38, s. 3.</i></p> <p>3. For the purposes of this policy, an individual will be considered eligible if the alleged abuse occurred while a member is supervising the psychological services and any of the following conditions are satisfied:</p> <ol style="list-style-type: none"> <li>The member has charged or received payment from the individual, or a third party on behalf of the individual, in respect of a service provided under the supervision of the member;</li> <li>The member, or the supervisee of the member, has contributed to a health record or file for the individual;</li> <li>The individual has consented to the service recommended by the member or the person being supervised by the member; or</li> <li>There is sufficient evidence presented to the Client Relations Committee to support a reasonable belief that the alleged abuse occurred during the period of supervision and that the service was provided under the supervision of the member.</li> </ol> <p>4. The determination of a person’s eligibility for funding does not constitute a finding against the member and shall not be considered by any other Committee of the College dealing with the member.</p>	<p><i>of behavioral and mental disorders and dysfunctions and the maintenance and enhancement of physical, intellectual, emotional, social and interpersonal functioning. <del>1991, c. 38, s. 3.</del></i></p> <p><a href="#">An applied behaviour analysis service is defined as an activity which falls within the scope of practice of applied behaviour analysis, as set out in the Psychology and Applied Behaviour Analysis Act, 2021: <i>Applied behaviour analysis</i> (2) The practice of applied behaviour analysis is the assessment of covert and overt behaviour and its functions through direct observation and measurement, and the design, implementation, delivery and evaluation of interventions derived from the principles of behaviour in order to produce meaningful improvements.</a></p> <p><del>2-3.</del> For the purposes of this policy, an individual will be considered eligible if the alleged abuse occurred while a member is supervising the psychological <a href="#">or ABA</a> services and any of the following conditions are satisfied:</p> <ol style="list-style-type: none"> <li>The member has charged or received payment from the individual, or a third party on behalf of the individual, in respect of a service provided under the supervision of the member;</li> <li>The member, or the supervisee of the member, has contributed to a health record or file for the individual;</li> </ol>	
--	---	--

<p>5. A person is not required to undergo a psychological or other assessment before receiving funding.</p>	<p>c. The individual has consented to the service recommended by the member or the person being supervised by the member; or</p> <p>d. There is sufficient evidence presented to the Client Relations Committee to support a reasonable belief that the alleged abuse occurred during the period of supervision and that the service was provided under the supervision of the member.</p> <p><del>3.4.</del> The determination of a person's eligibility for funding does not constitute a finding against the member and shall not be considered by any other Committee of the College dealing with the member.</p> <p><del>4.5.</del> A person is not required to undergo a psychological or other assessment before receiving funding.</p>	
<p>Policy II – 10(i) Jurisprudence and Ethics Examination Committee: Terms of Reference/Role</p>		
<p><b>PROCEDURE</b>  <u>Roles and Responsibilities:</u></p> <p>More specifically, the Jurisprudence and Ethics Examination Committee will:</p> <p>2. The Jurisprudence and Ethics Examination Committee is accountable to the Council of the College of Psychologists of Ontario.</p>	<p><b>PROCEDURE</b>  <u>Roles and Responsibilities:</u></p> <p>More specifically, the Jurisprudence and Ethics Examination Committee will:</p> <p>2. The Jurisprudence and Ethics Examination Committee is accountable to the Council of the College of Psychologists <u>and Behaviour Analysts</u> of Ontario.</p>	<p>Housekeeping</p>

Policy II – 10(ii) JEE Conflict of Interest and Reasonable Perception of Bias		
<p><b>Confidentiality</b>  <u>In addition to my obligations of confidentiality under section 36.(1) of the <i>Regulated Health Professions Act, 1991</i>:</u>  2. I acknowledge that the Jurisprudence and Ethics Examination and the items therein are the exclusive property of the College of Psychologists of Ontario.</p>	<p><b>Confidentiality</b>  <u>In addition to my obligations of confidentiality under section 36.(1) of the <i>Regulated Health Professions Act, 1991</i>:</u>  2. I acknowledge that the Jurisprudence and Ethics Examination and the items therein are the exclusive property of the College of Psychologists <u>and Behaviour Analysts</u> of Ontario.</p>	Housekeeping
<p><b>Conflict of Interest and Reasonable Perception of Bias</b>  1. If engaged in administering/proctoring the Jurisprudence and Ethics Examination, I will do so in accordance with the written instructions provided by the College of Psychologists of Ontario.</p>	<p><b>Conflict of Interest and Reasonable Perception of Bias</b>  1. If engaged in administering/proctoring the Jurisprudence and Ethics Examination, I will do so in accordance with the written instructions provided by the College of Psychologists <u>and Behaviour Analysts</u> of Ontario.</p>	Housekeeping
Policy II – 10(ii) Conflict of Interest and Reasonable Perception of Bias (JEE)		
<p><b>DEFINITIONS</b>  <u>Staff:</u> Staff are employees of the College of Psychologists of Ontario.</p>	<p><b>DEFINITIONS</b>  <u>Staff:</u> Staff are employees of the College of Psychologists <u>and Behaviour Analysts</u> of Ontario.</p>	Housekeeping
<p><b>PROCEDURE</b>  6. <u>Auditor Agreement</u>  The auditor(s) agree to:  c. not copy by any means any examination materials without the express written authorization of the Registrar of the College of Psychologists of Ontario;</p>	<p><b>PROCEDURE</b>  6. <u>Auditor Agreement</u>  The auditor(s) agree to:  c. not copy by any means any examination materials without the express written authorization of the Registrar of the College of Psychologists <u>and Behaviour Analysts</u> of Ontario;</p>	Housekeeping

Policy III A – 1 French Language Services		
<p><b>PROCEDURE</b></p> <p>1. To meet the statutory requirements, the following are available in both English and French:</p> <ol style="list-style-type: none"> <li>The Standards of Professional Conduct</li> <li>Oral Examinations and Interviews</li> <li>Jurisprudence and Ethics Examination</li> <li>The Examination for Professional Practice in Psychology</li> </ol>	<p><b>PROCEDURE</b></p> <p>1. To meet the statutory requirements, the following are available in both English and French:</p> <ol style="list-style-type: none"> <li>The Standards of Professional Conduct</li> <li>Oral Examinations and Interviews</li> <li>Jurisprudence and Ethics Examination</li> <li>The Examination for Professional Practice in Psychology</li> <li><a href="#">Ontario Examination for Professional Practice in Applied Behaviour Analysis</a></li> </ol>	Added for new profession
Policy III – A – 1 Services Linguistiques Français		
<p><b>PROCEDURE</b></p> <p>1. Afin de répondre aux exigences de la Loi, les documents suivants sont disponibles en français et en anglais :</p> <ol style="list-style-type: none"> <li>Normes de conduite professionnelle</li> <li>Examens oraux et entrevues</li> <li>Examen de jurisprudence et d'éthique</li> <li>Examen portant sur l'exercice professionnel de la psychologie</li> </ol>	<p><b>PROCEDURE</b></p> <p>1. Afin de répondre aux exigences de la Loi, les documents suivants sont disponibles en français et en anglais :</p> <ol style="list-style-type: none"> <li>Normes de conduite professionnelle</li> <li>Examens oraux et entrevues</li> <li>Examen de jurisprudence et d'éthique</li> <li>Examen portant sur l'exercice professionnel de la psychologie</li> <li><a href="#">Ontario Examination for Professional Practice in Applied Behaviour Analysis (translation pending)</a></li> </ol>	Added for new profession
Policy III A – 3 - Privacy		
<p><b>PROCEDURE</b></p> <p>1. The College's Privacy Code is adopted to provide a voluntary mechanism through which the College can provide appropriate privacy rights to individuals involved in the College's activities while still enabling the College to meet its statutory mandate under the <i>Regulated</i></p>	<p><b>PROCEDURE</b></p> <p>1. The College's Privacy Code is adopted to provide a voluntary mechanism through which the College can provide appropriate privacy rights to individuals involved in the College's activities while still enabling the College to meet its statutory mandate under the <i>Regulated</i></p>	Housekeeping

<p><i>Health Professions Act, 1991 (RHPA), the Health Professions Procedural Code and the Psychology Act, 1991.</i></p>	<p><i>Health Professions Act, 1991 (RHPA), the Health Professions Procedural Code and the Psychology <u>and Applied Behaviour Analysis Act, 2021-1997.</u></i></p>	
<p>Policy III F – 4 Per Diems &amp; Council and Committee Compensation</p>		
<p><b>PROCEDURE</b>                  2. Professional _____ Association <u>Conventions/Meetings</u> for attendance as a representative/presenter on behalf of the College are payable as follows:                  a. ASPPB - per diem for each day in attendance                  b. ACPRO - per diem for each day in attendance                  c. Barbara Wand Symposium - ½ or full day per diem dependent upon the scheduled length of Symposium                  d. OPA/OAMHP Convention: per diem for each day in attendance                  e. CPA Convention: per diem for each day in attendance</p>	<p><b>PROCEDURE</b>                  3. Professional _____ Association <u>Conventions/Meetings</u> for attendance as a representative/presenter on behalf of the College are payable as follows:                  a. ASPPB - per diem for each day in attendance                  b. ACPRO - per diem for each day in attendance                  c. Barbara Wand Symposium - ½ or full day per diem dependent upon the scheduled length of Symposium                  d. OPA/OAMHP/<u>ONTABA</u> Convention: per diem for each day in attendance                  e. CPA Convention: per diem for each day in attendance                  e-f. <u>BACB Convention: per diem for each day in attendance</u></p>	<p><a href="#">Added for new profession</a></p>
<p>Policy III P – 2 Presentation Honoraria and Expenses</p>		
<p><b>PROCEDURE</b>                  4. Normally, the Registrar or other College staff do not accept honoraria for College-related presentations to member groups and graduate psychology students, however the Registrar may accept token acknowledgements of appreciation.</p>	<p><b>PROCEDURE</b>                  2. Normally, the Registrar or other College staff do not accept honoraria for College-related presentations to member groups and graduate <del>psychology</del> students, however the Registrar may accept token acknowledgements of appreciation.</p>	<p>Removed to include both professions</p>



<p>4. Normally, College staff will not accept honoraria for College-related presentations to other Canadian psychology regulatory bodies and professional associations, however the Registrar may accept token acknowledgements of appreciation.</p>	<p>4. Normally, College staff will not accept honoraria for College-related presentations to other Canadian psychology <u>or applied behaviour analysis</u> regulatory bodies and professional associations, however the Registrar may accept token acknowledgements of appreciation.</p>	<p>Added for new profession</p>
<p>6. Issues to be considered regarding invitations from for-profit organizations and/or non-psychological organizations include the appropriateness of a speaker's fee, payable to the College. Any honoraria will be payable to the College, however the Registrar or other College staff may accept token acknowledgements of appreciation.</p>	<p>6. Issues to be considered regarding invitations from for-profit organizations and/or non-psychological <u>and/or non-applied behaviour analysis</u> organizations include the appropriateness of a speaker's fee, payable to the College. Any honoraria will be payable to the College, however the Registrar or other College staff may accept token acknowledgements of appreciation.</p>	<p>Added for new profession</p>

## POLICY AND PROCEDURE MANUAL

<b>POLICY</b>	Vulnerable Sector Screening Policy for Behaviour Analysts		
<b>SECTION</b>	Council & Committees	<b>POLICY #</b>	II – 2(vi)
<b>DATE CREATED</b>	December 2023	<b>DATE LAST REVISED</b>	N/A
<b>NEXT REVIEW DATE</b>	2024/2025	<b>PAGE #</b>	1 of 2

### POLICY STATEMENT

One of the ways that the College ensures that members of the public receive competent and ethical professional services from qualified providers is to ensure that all applicants for registration be of good character.

All applicants for registration as a Behaviour Analyst are required to provide the results of a Vulnerable Sector Check as part of their application. A Vulnerable Sector Check provides an added level of public protection by obtaining information from an outside entity about an applicant's good character.

### PROCEDURE

#### Applicable to applicants for the following classes of certificates of registration:

1. Certificate of Registration for a Behaviour Analyst Authorizing Supervised Practice
2. Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice

**Type of Requirement:** Non-exemptible

**Applicable Regulation:** O.Reg.193/23, Registration

#### Process:

As part of their application with the College, an applicant must submit the results of a Vulnerable Sector Check. A check is valid for 6 months from the date of issuance and must be valid at the time the applicant submits a completed application. The College reserves the right to request an updated Vulnerable Sector Check as required. It is the applicant's responsibility to obtain the correct type of check and pay all related fees.

The Vulnerable Sector Check must be completed on the applicants current and previous legal name(s). The applicant's full legal name, previous name(s), and date of birth on the Vulnerable Sector Check must match the information the applicant has reported to the College in their application form. The College reserves the right to refuse a check that does not match the applicant's information.

The College will accept a Vulnerable Sector Check from the following: a municipal police service, a First Nations police service, or the [Ontario Provincial Police](#).

A Vulnerable Sector Check with one or more findings will not necessarily result in a refusal to register. The College's Registrar will review the finding(s) and may request further details from the applicant. Where the Registrar has reasonable doubts about whether the applicant is likely to practice the profession of applied behaviour analysis safely and ethically, the applicant will be notified in writing that the Registrar has referred their application to the Registration Committee for a further review (and decision) with respect to the applicant's eligibility for registration.

**Exception:**

Applicants who can prove to the Registrar that they are unable to obtain a Vulnerable Sector Check must complete a criminal record screening approved by the Registrar.

---

## BRIEFING NOTE

2024.04.03E

---

### JUNE 2024 COUNCIL MEETING

### HEALTH EQUITY IMPACT ASSESSMENT

#### STRATEGIC DIRECTION REFLECTION

*Excellence in Care; Continuous Quality Improvement Culture*

---

#### MOTION FOR CONSIDERATION

That the Health Equity Impact Assessment results be approved by Council and returned to the EDI Working Group to develop and EDI plan.

**Moved by** TBD

---

#### PUBLIC INTEREST RATIONALE

In December 2020, the Ministry of Health released the *College Performance Measurement Framework (CPMF)*. This document sets out expectations and reporting requirements for all health regulatory colleges in Ontario. Within the *CPMF*, it is an expectation that the College has an Equity, Diversity, and Inclusion (EDI) plan and that they conduct Equity Impact Assessments to ensure that decisions are fair, and that policies, programs, or processes are not discriminatory. Prior to creating an EDI plan, an Equity Impact Assessment will provide baseline data to build upon. Equity Impact Assessments are important to serving and protecting the public interest by examining the fairness of internal College processes for applicants and registrants from equity-seeking communities. Fair regulation that is sensitive to inequities contributes to the public interest by striving to eliminate structural barriers to entering the profession, which in turn, will lead to increased diversity in College registrants to serve the needs of the Ontario public.

---

#### BACKGROUND

The Ministry outlined Standards within the *CPMF* considered to be “best practices” of regulatory excellence toward which Colleges are to strive and against which Colleges will be evaluated. The *CPMF* has several measures under each Standard to guide the College in demonstrating its achievement of each Standard. Colleges are asked to provide evidence of decisions, activities, processes, and verifiable results that demonstrate the achievement of relevant Standards. This Briefing Note addresses the highlighted measurement below.

#### **Domain1: Governance Standard 3 Measure:**

**3.3 The College has a Diversity, Equity, and Inclusion (DEI) Plan.**

- a. *The DEI plan is reflected in the Council’s strategic planning activities and appropriately resourced within the organization to support relevant operational initiatives (e.g., DEI training for staff);*

- b. *The College conducts Equity Impact Assessments to ensure that decisions are fair and that a policy, or program, or process is not discriminatory.*

## EQUITY IMPACT ASSESSMENT

The EDI working group completed the Health Equity Impact Assessment over the course of two sessions on January 15 and March 18, 2024. The Chair of the Working Group and the Registrar met between sessions to conduct a preliminary scan of the Assessment and to plan for the Working Group meetings. The entire EDI Working Group provided their analyses, reflections, and feedback.

The summary of results suggest that the College has made some important changes in alignment with principles of EDI, such as: establishing a Working Group, providing consultation to multiple College committees, collecting membership data, and providing input into Standards of Professional Conduct. Despite these accomplishments, the College remains committed to a journey of continuous quality improvement with areas of EDI that would benefit from the College's attention through a specific EDI plan.

## DOMAIN CATEGORIES

A. INACTIVE	B. REACTIVE	C. PROACTIVE	D. PROGRESSIVE
No action plan has been developed or implemented No evidence of improved EDI outcomes	Limited or partial action plan has been developed or implemented Unknown/unclear connection between actions and outcomes	More comprehensive action plan developed, substantial implementation under way Clear connection between actions and outcomes	Action plan has been fully implemented; effects may be assessed. Improved EDI outcomes are apparent

## DOMAIN 1: GOVERNANCE

1.1 *Public EDI commitment and transparency of actions*

1.2 *EDI competence of council and committee members*

### ***Proactive to Progressive***

The College has defined [EDI](#) to include a constellation of identities which include gender, race, ethnicity, indigeneity, (dis)ability, amongst others. The College Council approved a revised [Strategic Plan](#) in June 2023, in which *Excellence in Care* was the core pillar. EDI initiatives were explicitly noted within this strategic layer. The College regularly publishes EDI updates through publicly available Council materials, and the College's quarterly publication, [HeadLines](#). There is a clear dedication to improvement in the EDI space, as evidenced by the 2023 update to the College's Language Fluency policy that removed language-based barriers to English and/or French-speaking candidates from a range of countries during the registration process.

Council and Committee member recruitment requests include an intentional focus on diversity as one of the factors considered in appointments. Training efforts have begun with the intention to further embed EDI competence-building for College Council and Committees. The EDI Working Group has consulted to the Registration committee which resulted in updates to the Supervision Resource Manual and the Oral Examination process. The Working Group also provided expertise consultation to the Jurisprudence and Ethics Examination Committee to integrate EDI into the exam questions. EDI concepts have also been integrated into the Client Relations process for addressing the sexual abuse of clients by members. It is now a requirement of the Continuous Professional Development program that members dedicate at least five credits towards EDI topics.

The College dedicated its second ever member-created article series, to [anti-racism](#), and its third to ableism. The College is dedicated to providing EDI resources to their members, as evidenced by their ever-green webpage dedicated to [EDI resources](#). The College is proud to have established their EDI Working Group prior to the Health Profession Regulators of Ontario's (HPRO) initiative, demonstrating leadership in this area.

**Potential Areas of Improvement**

- Although initial educational efforts have commenced, continuous EDI training for Council, Committee, and staff members, through onboarding and then via an annual review process thereafter.
- Embedding of EDI Working Group into the permanent structure of the College (e.g. combining EDI with another committee such as Jurisprudence and Ethics).

**DOMAIN 2: RESOURCES**

2.1 *EDI competence of staff (including leadership)*

2.2 *EDI specific funding (in-kind and otherwise, internal and external)*

***Inactive to Reactive***

College staff have received varying amounts of EDI training, with the Registration team having recently attended anti-racism training through the Ontario College of Teachers in February 2024. The domain of resource allocation to EDI is an area of general improvement for the College. The EDI Working Group demonstrates a foundational resource commitment to EDI but could benefit from further development in this area.

**Potential Areas of Improvement**

- Financial resource allocation that is guided by an evidence-based approach could improve EDI initiatives across the College.

**DOMAIN 3: SYSTEM PARTNERS**

3.1 *Relations with EDI system partners*

***Reactive***

The College, as part of HPRO, exchanges EDI-related resources across the health regulators of Ontario. The College has also worked with their Canadian psychology regulators (called ACPRO) to develop the following statements:

- <https://acpro-aocrp.ca/an-apology-to-indigenous-people-and-a-pledge-to-be-anti-racist/>
- <https://acpro-aocrp.ca/association-of-canadian-psychology-regulatory-organizations-acpro-supports-equity-diversity-and-inclusion-through-the-promotion-of-health-equity-and-cultural-humility/>

The College also posts EDI-related resources from the CPA:

- <https://cpo.on.ca/about-cpo/equity-diversity-and-inclusion/>

**Potential Areas of Improvement**

- The College would benefit from a plan to consistently consult with various equity groups for their lived experience and perspectives.
- The College would also benefit from expanded reach and consultation upstream to universities and downstream with community groups.

**DOMAIN 4: INFORMATION MANAGEMENT**

4.1 *EDI-related data collection and protection from unauthorized disclosure*

***Inactive***

Although the College is in compliance with data privacy requirements, a specific plan regarding EDI data collection and safe storage of EDI information is lacking.

#### **Potential Areas of Improvement**

- Embedding regular EDI data collection efforts, that are voluntary in nature, such as with annual registration renewal.
- Development of a procedure or policy to address privacy concerns with respect to providing sensitive information, such as EDI identities.

### **DOMAIN 5: REGULATORY POLICIES**

#### *5.1 Policies, standards of practice and practice guidelines*

##### ***Reactive to Proactive***

Within the revised Standards to be launched July 2024, the College created a specific section dedicated to EDI and integrated these concepts throughout the document. Furthermore, the EDI Working Group has supported multiple committees on implementing intersectional concepts.

#### **Potential Areas of Improvement**

- Development of a procedure for tracking and analysing how practice issues may be caused or affected by discriminatory or biased behaviours.

### **DOMAIN 6: SUITABILITY TO PRACTICE**

#### *6.1 Registration; 6.2 Quality assurance; 6.3 Complaints, discipline and fitness to practice*

##### ***Inactive to Proactive***

The College's committees might not be fully representative of the diversity of the Ontario public; however, there has been an intentional focus on increasing the diversity of representation over the last three years. The Continuing Professional Development program requirements now include a minimum of five credits related to EDI. The College does not invest specific resources to raise awareness of common root causes that negatively impact diverse registrants' capacity to practice, nor does the College take specific action to minimize the impact of "unconscious bias." To date, there is no known standardized measure of "unconscious bias" that has psychometric properties sufficient to be used in clinical or applied settings. There is a dearth of evidence supporting the relationship between interventions that claim to reduce unconscious bias and reliable changes in behaviour.

#### **Potential Areas of Improvement**

- Development of data collection infrastructure to monitor identity factors for applicants and registrants, as well as for Client Relations program participants.
- Development of a standard procedure for monitoring success rates on each component of the registration process, including examinations.
- Development of a plan to attempt to increase the diversity of peer assessors.
- A plan to continue to increase the diversity across College committee participants.

**DOMAIN 7 MEASUREMENT, REPORTING AND IMPROVEMENT**

*7.1. Structural and Process Markers for Measurement – selecting, collecting and analyzing EDI and anti-racism indicators.*

*7.2. Structural and Process Markers for Reporting – purposeful and inclusive communication of EDI progress*

*7.3. Structural and Process Markers for Improvement – sustainable organizational practices for making progress on EDI.*

**Inactive to Proactive**

The College Council voted to establish Key Performance Indicators (KPIs) at their [June 2023 meeting](#). EDI initiatives were identified as a strategic area under the *Excellence in Care* pillar. Specific EDI-related KPIs have not been established, thus, there is no specific EDI data collection, monitoring, and analysis plan. The College collected EDI-related data on one occasion through a membership-wide survey. However, certain difficulties with the format of the questionnaire were noted and will be addressed in future assessments of the demographic distribution of the membership.

**Potential Areas of Improvement**

- Development of an EDI-data plan, which includes collection, monitoring, and analysis.
- Determine the EDI-data to be collected (i.e. a range of identities).
- Determine the strategies to collect the EDI data, including voluntary surveys at initial registration and at renewal.
- Examine the role of EDI data collection in College areas such as complaints and the registration process.
- Create a visualization system to monitor EDI-specific KPIs, such as a dashboard.

---

**BUDGETARY IMPLICATIONS**

Undetermined at this time, pending the completion of an EDI plan.

---

**RISKS**

Should the Health Equity Impact Assessment results not be accepted by Council, the College would not have met Ministry of Health CPMF requirements. Failure to accept the assessment results would delay the creation of an EDI plan (also a CPMF requirement).

---

**NEXT STEPS**

The EDI Working Group will begin to develop an EDI plan based on the equity impact assessment results.

---

**CONTACT FOR QUESTIONS**

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director



---

## REPORT TO COUNCIL

2024.04.04A

---

FOURTH QUARTER, MARCH 1, 2024 – MAY 31, 2024

### PRESIDENT'S REPORT

---

#### CHANGES AT COUNCIL

As we move into the new 2024-2025 College year, there are some new Council members joining us while others are finished their terms and moving on to other endeavors. I want to warmly welcome those who are new and let the hardworking members who are now finished their terms know that their work at the College has been appreciated.

Welcome...

**Maggie Toplak, Ph.D., C.Psych.** who is joining the Council this year as an Academic Member (District 8). Dr. Toplak has declared areas of competence in Clinical and School Psychology. She is a Full Professor in the Clinical-Developmental Area of the Department of Psychology at York University. She was awarded the 2017 Education Theory Award from the Association of American Publishers Award for Professional and Scholarly Excellence and the 2015 Service Award – Established Career, from the Faculty of Health at York University.

**Rachel Wayne, Ph.D., C.Psych.** is the new professional member of the Council from District 6 (GTA West). She is a Clinical and Rehabilitation Psychologist working in private practice with adults. Prior to this, she worked in an Assistant Practice Lead role with University Health Network (UHN) in Toronto.

Farewell...

**Archie Kwan, Ph.D., C.Psych.,** our Professional Member on Council from District 6 (GTA West) for 3 years from 2021-2024. During his term, Dr. Kwan worked diligently as a member of the Registration Committee (1-year term), Fitness to Practice Committee (1-year term), and Discipline Committees (3-year term). Dr. Kwan was a member who also chaired the Client Relations Committee during his 3-year term. His contributions to the work of the College are appreciated and we wish him success as he now focuses on other professional endeavours.

**Ilia Maor** has been a Public Member of the Council since July 2022. Mr. Maor contributed greatly to College Committee work over his tenure, including participation on the Inquiries, Complaints and Reports Committee (1-year term), Discipline Committee (2-year term), and acting as Vice-Chair and Chair of the Quality Assurance Committee (2-year term). We benefited from Mr. Maor's thoughtful contributions to discussion and his readiness to provide research in support of these contributions. We send our best wishes for his future endeavors professionally and personally.

**Adrienne Perry, Ph.D., C.Psych.** has been a District 8 (Academic) Member of Council for 4 years (2020 - 2024). In that timespan, Dr. Perry was a member and then Co-Chair of the Registration Committee for 3

years, a member of the Discipline Committee and Client Relations Committee for 2 years, Quality Assurance for 1 year, and the ABA Working Group for the past 2 years. We benefited immensely from her hard work and expertise as the College developed the framework for expansion to include the regulation of Behaviour Analysts. We wish her the best as she shifts her knowledge and skills toward other professional and personal goals.

**Melanie Morrow M.A., C. Psych. Assoc.**, has been a valued contributor on College Council in her role as the Non-Voting Psychological Associate. She has shouldered great responsibility in her 6 years as a member and then Chair of the Inquiries, Complaints and Reports Committee; 3 years on the Client Relations Committee; 6 years on Discipline and 2 years on Fitness to Practice Committees. Ms. Morrow also assisted the College as a participant on the Nominations and Leadership Committee and more recently the Committee Appointments Working Group. We wish her all the best as she focuses on other professional responsibilities and look forward to having her contribute to the College in additional ways in the future.

---

## **REGULATORY ASSOCIATIONS AND THE EPPP 1 & 2**

I had the opportunity to attend the Association of State & Provincial Psychology Boards (ASPPB) Midyear Meeting in April 2024. A primary area of focus at the meeting was the EPPP 1 & 2 examinations. I learned about the systematic approach taken by various ASPPB Committees in developing, monitoring and updating these examinations. The benefits of this standardized approach to the evaluation of knowledge and competence were outlined. Additionally, former FBI investigators provided an informative talk about test security concerns and methods of countering cheating/fraud in onsite and virtual test administration scenarios.

A discussion of the implementation of the EPPP 1 & 2 also occurred at the Association of Canadian Psychology Regulatory Organizations (ACPRO) meeting in June 2024, where each of the Registrars explained their jurisdiction's decision-making processes in determining whether to adopt the combined EPPP1 & 2 by January 2026. Most of these Canadian jurisdictions reported that they have either adopted these entrance examinations already, or hope to do so by the deadline.

We recently appointed an EPPP/Entrance examinations Working Group to begin the review of information that will assist in our own decision making regarding the implementation of the EPPP 1 & 2 in our registration process. Additionally, it was useful for Council members to participate in a series of training sessions focused on right touch regulation with Mr. Harry Cayton and Ms. Deanna Williams in March & April 2024. The information we learned should assist us in the application of right touch regulation principles to the registration processes at the College. I anticipate that this will include the review of recommendations forwarded by the EPPP/Entrance examinations Working Group in the next year.

---

## **SUBMITTED BY**

Wanda Towers, Ph.D., C. Psych.

---

## REPORT TO COUNCIL

2024.04.04B

---

**FOURTH QUARTER, MARCH 1, 2024 – MAY 31, 2024**

### REGISTRAR & EXECUTIVE DIRECTOR'S REPORT

---

#### REGISTRAR'S OUTREACH ACTIVITIES

##### April 2024

- April 16 – Infonex Conference: Where to Draw the Fine Line: Reacting to Registrant Conduct Outside the Workplace (with Zimra Yetnikoff and Patricia Harper)
- April 27 – Succession Planning, Association for State and Provincial Psychology Board (ASPPB; Mid-Year Meeting, Boston, USA.
- April 29 - Ottawa Mentorship Group, Ottawa Academy of Psychology

##### May 2024

- May 1 – Deloitte LLP, Shaping the Future of the Health Workforce Summit

##### June 2024

- June 6 - ACPRO Meeting, St. John's, Newfoundland and Labrador
- Scheduled for June 13 - Registrar's Visit to Northwestern Ontario Psychology, Thunder Bay

#### ABA Stakeholder Reach Outs and Meetings

- March 26 – CAMH On-Site Visit – Behaviour Therapy Week
- March 28 – St. Joseph's Healthcare London
- April 4 - ONTABA and College: Q&A Video
- April 11 – Building Behavioural Solutions, St. Lawrence College
- April 19 - Registrar Virtual Visit, BrockU, ABA Faculty
- April 22 – Holland Bloorview Kids Rehabilitation Hospital
- May 10 – WesternU ABA Faculty and Students, On-Site Visit
- May 21 – ABA Training Day, Investigations and Hearings, College of Psychologists of Ontario
- June 4 – Waypoint Centre for Mental Health Care

---

#### PREPARING FOR THE PROCLAMATION OF THE PSYCHOLOGY AND APPLIED BEHAVIOUR ANALYSIS ACT

As could be imagined, it is an incredibly busy time for the College as we prepare for the impending proclamation of the Act on July 1, 2024. There are a number of College staff members who have been working tirelessly behind the scenes for a smooth launch. The operational infrastructure is being finalized, such as the launch of the Jurisprudence and Ethics Assessment in the College's new Learning Management System. The creation of the knowledge-based examination has been time-intensive, however, I am proud of the collaboration between the College and subject matter experts in the development of content. The College's ABA coordinators have met regularly with the MCCSS, Autism Ontario, and ONTABA to facilitate communication on the regulatory process. The College has also benefitted from extensive legal

consultation to integrate a new profession into an existing governance and operational structure. Leadership begins at the top, and I would be remiss if I did not commend the Council for their steadfast commitment to onboarding ABA; this leadership has been instrumental. The College began accepting pre-registration applications in April 2024 and it is estimated that there will be 1,500 to 2,000 registrants at proclamation.

---

### **REGISTRAR'S OUTREACH INITIATIVES**

During this quarter, I had the pleasure of having an array of experiences, from presenting at conferences to meeting early career psychology professionals in their community mentorship group. Given the College's regulatory experiences, I was invited to deliver a presentation at the Infonex conference, alongside my teammate, Director of Investigations and Hearings, Zimra Yetnikoff. I was also invited to discuss succession planning of the registrar's role at the mid-year meeting of the Association of State and Provincial Psychology Boards in Boston. It was an unexpected, but appreciated surprise, to have been invited by Deloitte as a participant at their Health Workforce Summit, joined by my teammate, Director of Corporate Services, Stephanie Morton. I will also be visiting a group of psychology professionals in Northwestern Ontario just prior to the June Council meeting where I am interested in learning about some of their unique challenges in providing psychological care to their communities. Finally, I continue to work collaboratively with the Office of the Fairness Commissioner to address their feedback regarding the College's registration processes.

---

### **REFLECTIONS AS WE BEGIN A NEW COLLEGE YEAR**

The College is in the midst of an exciting period in its history as we prepare to welcome Behaviour Analysts. The people of Ontario have come to expect the highest standards of care when seeing a psychology professional, and now they can expect the same from Behaviour Analysts and those they supervise. It will be an ongoing learning experience for the College as we continue to regulate the profession of psychology while we integrate a new profession into our well-established governance and operational infrastructure. I have no doubt, however, that our registrants in psychology (and soon-to-be ABA) will work together in the spirit of collaboration in the public interest, having excellent psychological and behavioural care. The year will be ingrained in our history as a College in perpetuity.

---

### **CONTACT FOR QUESTIONS**

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

## REPORT TO COUNCIL

2024.04.04C

FOURTH QUARTER, MARCH 1, 2024 – MAY 31, 2024

### REGISTRATION COMMITTEE QUARTERLY REPORT

#### COMMITTEE MEMBERS:

Adrienne Perry, Ph.D., C.Psych.	Co-Chair, Academic Member of Council
Marjory Phillips, Ph.D., C.Psych.	Co-Chair, Professional Member
Peter Bieling, Ph.D., C.Psych.	Academic Member of Council
Pascale Gonthier	Public Member of Council
Marie Christine Heger, M.Sc., C.Psych.Assoc.	Professional Member
Archie Kwan, Ph.D., C.Psych.	Professional Member
Samantha Longman-Mills, Ph.D., C.Psych.	Professional Member
Nadia Mocan	Public Member of Council
Frederick Schmidt, Ph.D., C.Psych.	Member of Council
Paul Stopciati	Public Member of Council
Sheila Tervit, Ph.D., C.Psych.	Professional Member
Kendra Thomson, Ph.D., BCBA-D	Member of Council (Behaviour Analyst)
Mark Watson, Ph.D., C.Psych.	Professional Membe

#### STAFF SUPPORT:

Lesia Mackanyn	Director, Registration
Myra Veluz	Senior Registration Assistant
Deneika Greco	Registration Assistant
Janine Persaud	Registration Assistant
Wahiba Akhtar	Registration Assistant
Anna Miller	Registration Assistant

#### COMMITTEE ACTIVITIES

##### Meetings of the Registration Committee:

##### March 7, 2024: Plenary Session

The Committee was provided with updates from the College including a summary of outcomes of the December 2023 Oral Examination session. The Committee reviewed and discussed changes to the Canadian Psychological Association's accreditation standards for doctoral psychology programs with a view to College academic requirements, the discussion was led by Dr. Adrienne Perry.

##### March 7, 2024: Panel A

The Registrar referred a total of 29 cases to Panel A.

These cases included:

- 2 cases involving academic credential reviews (2 masters);
- 13 cases involving training for supervised practice members or eligible candidates (6 doctoral, 7 masters);
- 1 case involving an examination outcome (Oral Examination);
- 1 case involving an application for removal or modification of limitation and/or condition;

- 12 cases involving a request for change of area of practice;

**March 8, 2024: Panel B**

The Registrar referred a total of 33 cases to Panel B.

These cases included:

- 3 cases involving academic credential reviews (1 doctoral, 2 masters);
- 18 cases involving training for supervised practice members or eligible candidates (8 doctoral, 10 masters);
- 2 cases involving an examination outcome (1 EPPP, 1 JEE);
- 1 case involving a reciprocity application;
- 9 cases involving requests for change of area of practice.

**May 9, 2024: Plenary Session**

The Committee was provided with updates from the College which included information about the progress of pre-registration of behaviour analysts, revisions to the Standards of Professional Conduct document, and news from the Office of the Fairness Commissioner. The Committee reviewed its Work Plan, noting the items that were completed and generating ideas for looking ahead to the 2024-25 term. The Committee completed its work on updating language in the Training Plan Manual which is used for candidates and supervised practice members undertaking training plans, as well as its work on developing a form for autonomous practice members to use when requesting to expand their authorized areas/client groups.

**May 10, 2024: Panel A**

The Registrar referred a total of 47 cases to Panel A.

These cases included:

- 6 cases involving academic credential reviews (1 doctoral and 5 masters);
- 22 cases involving training for supervised practice members or eligible candidates (11 doctoral, 11 masters);
- 1 case involving an examination outcome (JEE);
- 1 case involving a reciprocity application;
- 1 case involving an application for removal or modification of limitation and/or condition
- 15 cases involving a request for change of area of practice;
- 1 case involving a request for a return to autonomous practice.

**May 9, 2024: Panel B**

The Registrar referred a total of 38 cases to Panel B.

These cases included:

- 5 cases involving academic credential reviews (1 doctoral, 4 masters);
- 18 cases involving training for supervised practice members or eligible candidates (9 doctoral, 9 masters);
- 2 cases involving an application for removal or modification of limitation and/or condition;
- 13 cases involving requests for change of area of practice.

---

**SUBMITTED BY**

Marjory Phillips, Ph.D., C.Psych., Co-Chair

Adrienne Perry, Ph.D., C.Psych., Co-Chair

---

**REGISTRATION RELATED TERMS**

- **Academic Credential Review:** Cases where after an initial review, the Registrar has referred an application for supervised practice to the Registration Committee for a further review to determine whether the applicant has an acceptable master's or doctoral degree.
- **Training Plan:** Applies to supervised practice members and eligible candidates. If after an initial review, it appears that a candidate is missing required components in the area for which they have declared competence to practise, the Registrar will refer the candidate's application to the Registration Committee for a review of their education and training. The Committee will determine whether the candidate must augment their knowledge and skills via a training plan.
- **Change of Area of Practice:** Autonomous practice members who wish to be authorized to practice in a new area and/or with a new client group.
- **Examination Outcome:** Individual cases that require a review of the outcome of, or an issue with, the Oral Examination, JEE, or EPPP.
- **Reciprocity Application:** Reviews of cases where an applicant has applied from a jurisdiction in which the College has entered into a written reciprocity agreement.
- **Removal or modification of limitation and/or condition:** Autonomous practice members who wish to have a registration related limitation and/or condition removed (or modified) from their certificate of practice.
- **Return to Autonomous Certificate from Inactive Certificate:** Members who have held an Inactive Certificate of Registration for longer than 2 years and who wish to return to a Certificate of Registration Authorizing Autonomous Practice.

## REPORT TO COUNCIL

2024.04.04D

FOURTH QUARTER, MARCH 1, 2024 – MAY 31, 2024

### INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE

#### COMMITTEE MEMBERS:

Melanie Morrow, College Member, Chair  
 Scott Warnock, Public Member, Vice-Chair  
 Tanaya Chatterjee, College Member  
 Karen Cohen, College Member  
 Adam Ghemraoui, College Member  
 David Gold, College Member  
 Allyson Harrison, College Member  
 Jacob Kaiserman, Council Member  
 Marilyn Keyes, College Member  
 Karen MacLeod, College Member

Ilia Maor, Public Member  
 Denise Milovan, College Member  
 Conrad Leung, Council Member  
 Ian Nicholson, Council Member  
 Cenobar Parker, Public Member  
 Jasmine Peterson, College Member  
 Rana Pishva, College Member  
 Naomi Sankar-DeLeeuw, College Member  
 Esther Vlessing, Public Member

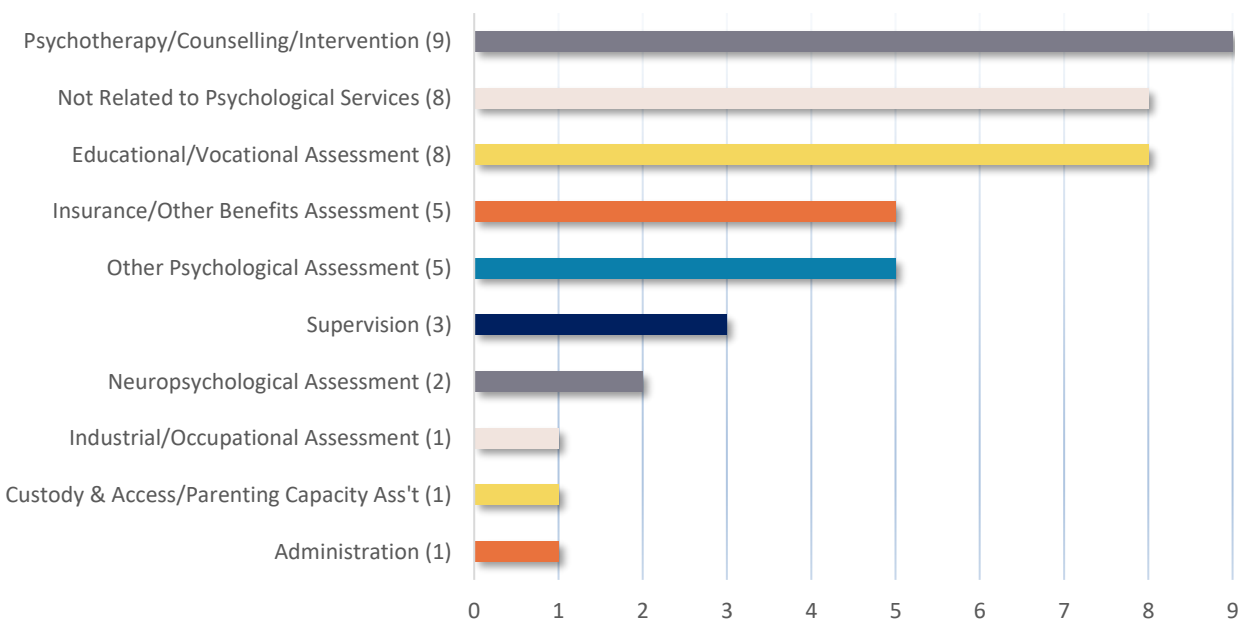
#### STAFF SUPPORT:

Zimra Yetnikoff, Director, Investigations & Hearings

#### COMMITTEE ACTIVITIES

##### New Complaints and Reports

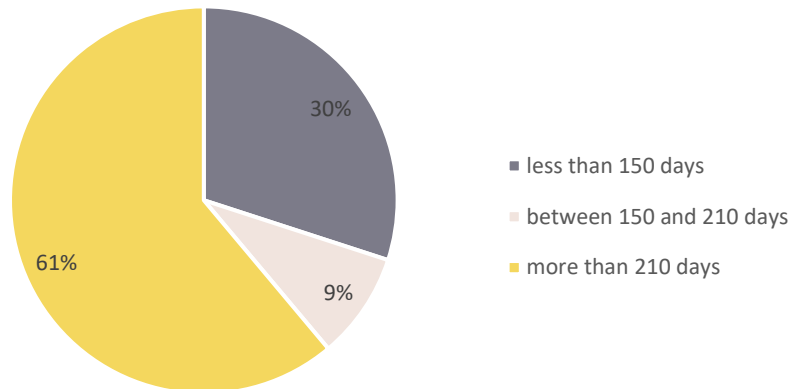
In the 4<sup>th</sup> Quarter, the College received 39 new complaints, and opened 4 Registrar's Investigations for a total of 43 new matters. The nature of service in relation to these matters is as follows:





### Timeline Snapshot

There are currently 180 open Complaints and Registrar's Investigations being actively investigated.



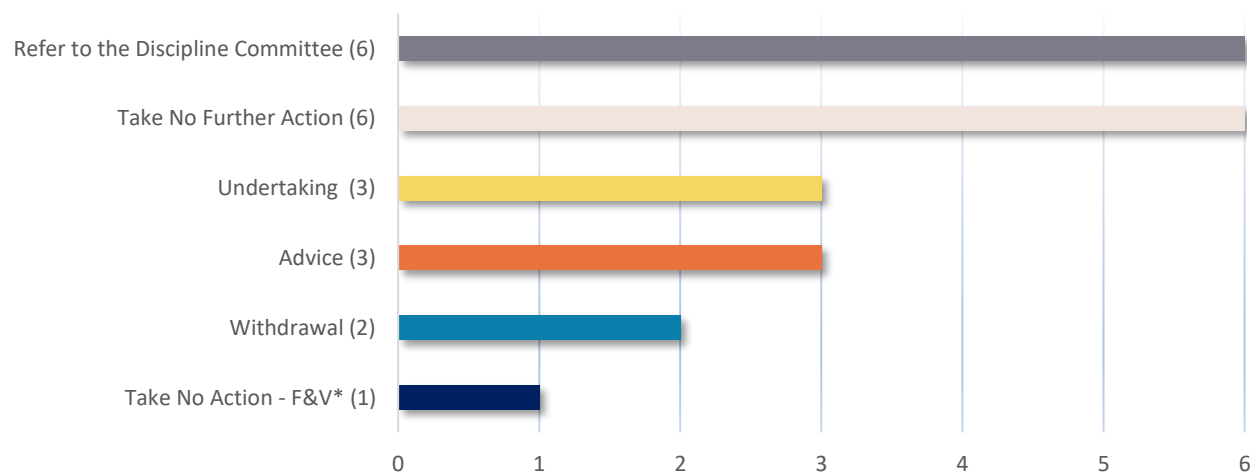
### ICRC Meetings

The ICRC met on March 12, April 10, and May 10, 2024, to consider a total of 25 cases. In addition, the ICRC held 19 teleconferences to consider 28 cases.

The next ICRC meeting is scheduled for June 6, 2024, with 11 cases on the agenda.

### ICRC Dispositions

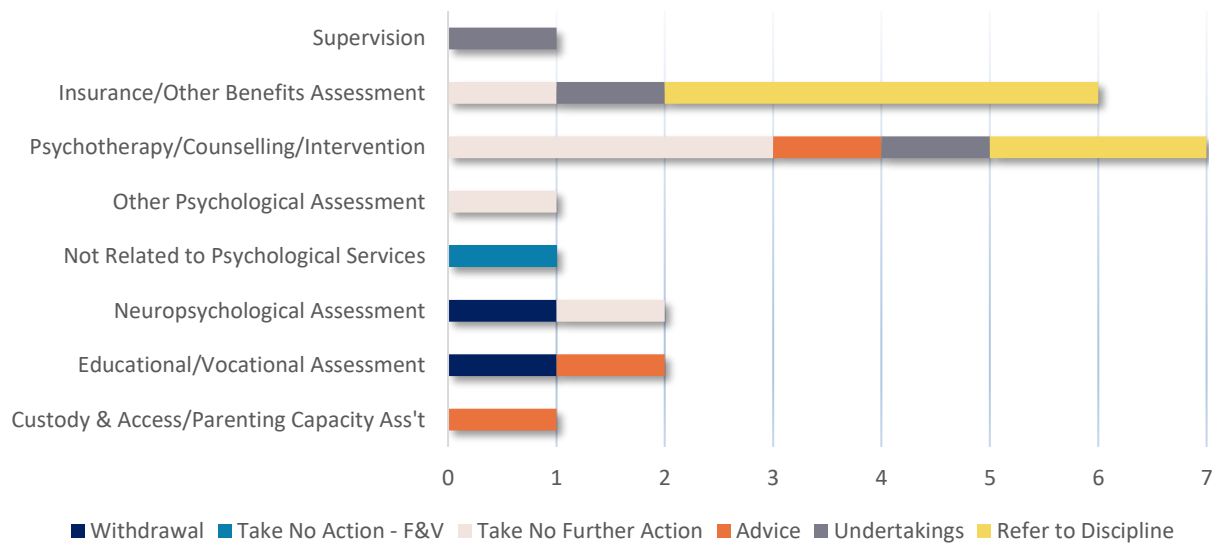
The ICRC disposed of 21 cases during the 4<sup>th</sup> Quarter, as follows:



\*F&V: Frivolous, vexatious, made in bad faith, moot or otherwise an abuse of process, pursuant to s.26(4) of the Health Professions Procedural Code.

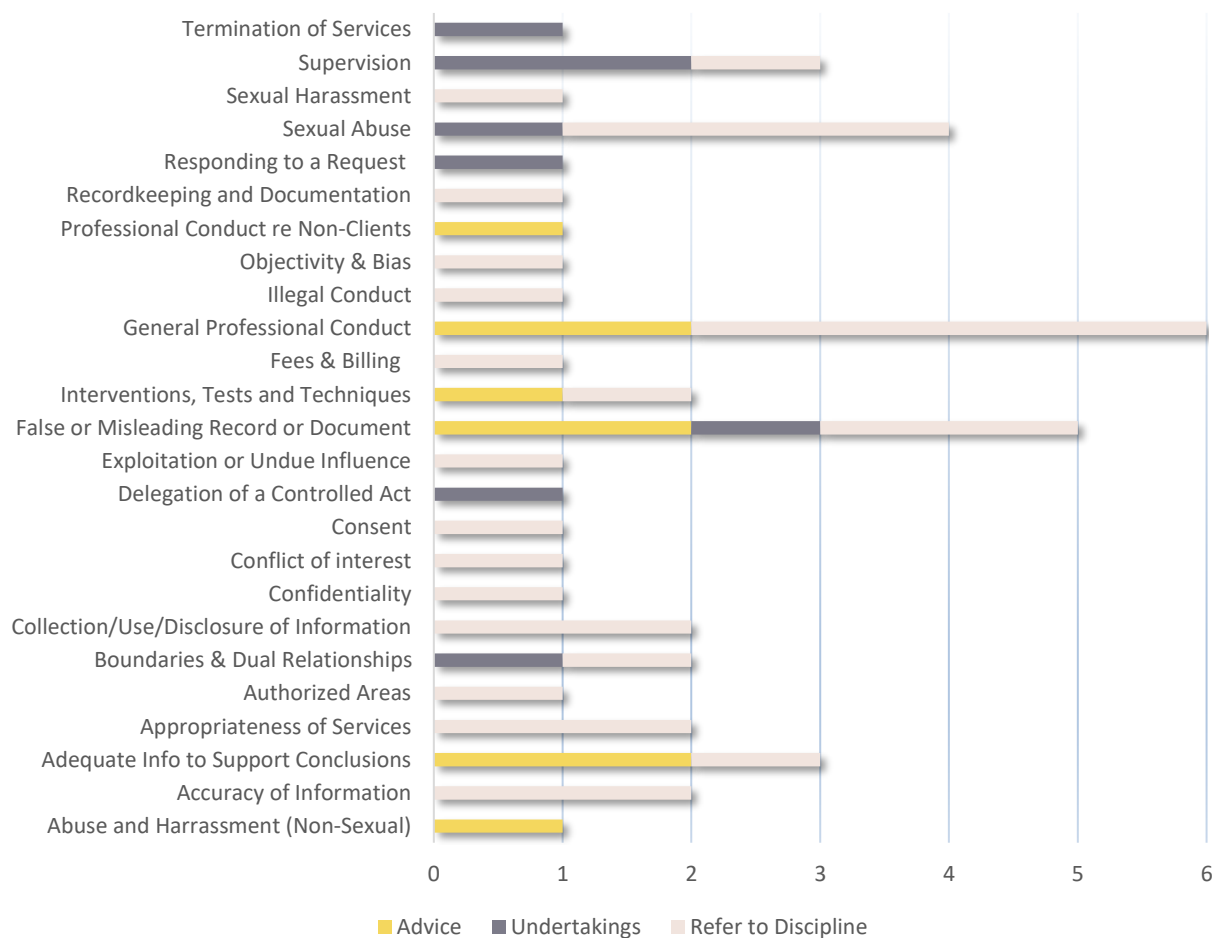
The ICRC took some action, ranging from providing advice to referring the matter to the Discipline Committee, in 12, or 57%, of these cases.

The dispositions of these 21 cases, as they relate to nature of service, are as follows:



**Disposition of Allegations**

The 21 cases disposed of included the consideration of 91 allegations. The ICRC took some action with respect to 46, or 51%, of these allegations.



**Health Professions Appeal and Review Board (HPARB)**

The College did not receive any HPARB review requests or any HPARB decisions in the 4<sup>th</sup> quarter.

---

**SUBMITTED BY**

Melanie Morrow, M.A., C.Psych.Assoc., Chair

---

## BRIEFING NOTE

2024.04.04F

---

### JUNE 2024 COUNCIL MEETING

## INTERIM APPOINTMENT OF BEHAVIOUR ANALYSTS TO COUNCIL AND COMMITTEES

### STRATEGIC DIRECTION REFLECTION

*Innovation in Regulation*

---

### MOTIONS FOR CONSIDERATION

**Motion 1:**

That Council approve the proposed committee appointments cycle for Behaviour Analysts, to be held concurrently with the inaugural election in Electoral District 8 (Behaviour Analysts), which follows proclamation.

**Motion 2:**

That, in the interim, the Executive Committee will convene on July 2, 2024 to appoint Behaviour Analyst members (TBD) to the Council, the Executive Committee, the Committee Appointments Working Group, and to the remaining Statutory Committees for the period following proclamation and preceding the September Council meeting.

**Moved by** TBD

---

### BACKGROUND

Effective July 1, 2024, the College of Psychologists and Behaviour Analysts of Ontario will expand its regulatory scope to include the profession of applied behavior analysis (ABA), in accordance with the *Psychology and Applied Behaviour Analysis Act, 2021*. At the March 2024 Council Meeting, amendments to the By-Laws were approved to reflect this change, including representation of all registration titles on statutory committees, including Psychologists, Psychological Associates, and Behaviour Analysts.

Typically, the Committee appointments process begins two months before the first meeting of the Council after elections, as prescribed in the *By-Laws* Section 5.2. Although not explicitly outlined in the recently approved *By-Laws*, the College intends to expedite the process to ensure the Council and Committees are properly constituted for continuity of College operations. Given the inaugural nature of both the Council election and Committee appointments cycle for Behaviour Analysts, the College recognizes the need to shorten this process.

At the March 2024 Council Meeting, the inaugural election timeline for District 8 (Behaviour Analysts) was approved:

- **July 8, 2024 – September 6, 2024:** After proclamation, the College will be able to run an election cycle in Electoral District 8 (Behaviour Analysts). The *By-Law* amendments, attached, propose a shortened election cycle for this inaugural election. During this interim period, the College Council will technically not be constituted, and the Executive Committee has the authority to act on behalf of Council.
- **September 7, 2024:** Council will be constituted.
- **September 27, 2024:** Council will hold the first meeting including elected Behaviour Analysts.

---

#### COMMITTEE APPOINTMENTS CYCLE FOR BEHAVIOUR ANALYSTS

A draft timeline has been outlined below for the committee appointment process:

**July 8:** Call for Interest to Participate on Committees sent out to Behaviour Analyst members of the College. Candidates for Election must also indicate their preferred Committee membership.

**August 16:** Deadline of Submissions of Interest

**September 9-13:** Committee Appointments Working Group convenes to review the slate of new Committee members.

**September 27, 2024:** After the Council meeting, the Executive Committee meeting will follow to formally appoint Behaviour Analysts to the College Committees.

The above is an estimate of an approximate timeline, with dates to be adjusted as required.

---

#### APPOINTMENT OF BEHAVIOUR ANALYSTS TO COUNCIL AND COMMITTEES FROM JULY 1 – SEPTEMBER 26, 2024 AS INTERIM COUNCIL MEMBERS

With the on-going inaugural Council elections and Committee appointments process for Behaviour Analysts, there exists a procedural challenge: until Behaviour Analysts are formally represented, the Council and Committees cannot convene. This requires a stop-gap measure to ensure operational continuity of the College.

As an interim solution, the Executive Committee will need to convene, post-proclamation, to appoint Behaviour Analysts to the Council, Executive Committee, and other Statutory Committees as interim council and committee members under Section 5.10. This ensures that representation is in place for essential decision-making processes.

Specifically, the Executive Committee will appoint:

- Three (3) Behaviour Analysts as members of Council, one of whom is also to be appointed to the Executive Committee, and one (1) Behaviour Analyst who qualifies under Section 6. (1) (c) to fill the ABA Academic position on Council;
- One (1) (non-Council) Behaviour Analyst to be appointed to the Committee Appointments Working Group; and,
- At least one (1) Behaviour Analyst to each of the remaining Statutory Committees, to ensure full representation of all registration titles across the College functions.

Following this timeline, Behaviour Analysts will be elected in advance of the Council Meeting on September 27<sup>th</sup>, 2024 at which time any interim council and committee appointments would end.

---

**BUDGETARY IMPLICATIONS**

None

---

**RISK**

1. Despite these interim appointments, there may be concerns about the adequacy of Behaviour Analysts' representation within the Council and the Committees.
2. Interim Council and committee members may not have the same level of familiarity or understanding of the College's fiduciary duty to the public interest.

---

**ATTACHMENTS**

1. *By-Laws* Section 5: Selection Of Committee Chairs And Committee Members (highlighted in yellow)

---

**CONTACT FOR QUESTIONS**

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

## BY-LAW 5: SELECTION OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS

[Approved by Council on June 11, 1994; last amended on March 11, 2022]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

- 5.1 The Council may by resolution establish Committees additional to those established through Section 10 of the Health Professions Procedural Code being Schedule 2 of the *Regulated Health Professions Act, 1991*.

### Notification of Committee Positions Available

- 5.2 At least two months prior to the first meeting of Council following the annual election, College members will be notified of the opportunity to put their names forward for possible appointment to a Committee of the College. In addition to other information, College members, interested in appointment to a Committee are required to submit a statement of qualifications pertaining to the mandate of the Committees in which they wish to participate. Prior to the member submitting a Committee interest form, the member has completed any orientation program specified by the College relating to the business and governance of the College and the duties, obligations and expectations of Council and Committee members.

- 5.3 At the meeting of Council preceding the annual election prescribed in the By-laws, the President will advise the Council of the process for Committee appointments and for indicating their Committee preference. At least one month prior to first meeting of Council following the annual election, all Council members will be notified of the opportunity to submit their preferences for appointment to Committees of the College.

### Committee Appointments Working Group

- 5.4 A Committee Appointments Working Group will prepare a list of suggested appointees from the College membership to the Committees of the College. This list will be provided to the Executive Committee at the first meeting of Council following the annual election.

### Appointment Process

- 5.5 Immediately after the first meeting of Council following the annual election, the Executive Committee shall appoint the Chairs and the members of the Committees identified in subsection 5.1 as well as those designated in section 10 of the Code.

### 5.6 Committee Chairs:

- a. Each Committee will have a Chair and each Statutory Committee will have a Vice-Chair, one of whom is a Council member; with the exception of the Registration Committee which will have Co-Chairs sharing the duties outlined in this policy.
- b. The Committee Chair reports to Council on behalf of the Committee.
  - i. The Vice-Chair will be elected or appointed by the Committee at the earliest opportunity.
  - ii. If the Chair of a Committee is not a Council member, the Vice-Chair will report to Council.
- c. The duties of the Committee Chair, or of the Vice-Chair in the Chair's absence, include;
  - i. Chairing Committee meetings;
  - ii. Approving meeting agendas prepared by College staff;
  - iii. Determining whether Committee members have the resources and training to effectively

perform the Committee's work;

- iv. Working with the Committee and College staff to establish, monitor and execute Committee goals;
  - v. Providing effective leadership for the Committee and facilitating Committee Meetings;
  - vi. Liaising with Council and the Executive Committee on the affairs of the Committee; and,
  - vii. Any other duties determined or assigned by Council.
- 5.7 Committee appointments will be announced within five business days of the first meeting of Council following the annual election.
- 5.8 A majority of the members of a Committee, other than a Committee prescribed in section 10 of the Code, constitutes a quorum.
- 5.9 Where one or more vacancies occur in the membership of a Committee during the year, so long as the number is not fewer than the prescribed quorum, the Committee may continue to conduct its business.
- 5.10 The Executive Committee may and, if necessary for a Committee to achieve its quorum, shall appoint members of the Council, or of the College where required, to fill any vacancies which occur in the membership of a Committee to take effect immediately and to be reported to Council at its next meeting.
- 5.11 Every appointment to a Committee automatically expires at the first meeting of Council following the annual elections unless otherwise prescribed in subsection 3(d) of By-law 21: *Committee Composition*; or any provision to the contrary in the Code, the By-laws or the policies of the College.
- 5.12 All registration titles will be represented on all Statutory Committees.



---

## BRIEFING NOTE

2024.04.04G

---

### JUNE 2024 COUNCIL MEETING

## COLLEGE BY-LAWS – ADDITIONAL AMENDMENTS TO INCLUDE ABA

### STRATEGIC DIRECTION REFLECTION

*Innovation in Regulation*

---

### MOTION FOR CONSIDERATION

That the Council approve the additional changes in the College By-Laws to incorporate the profession of applied behaviour analysis.

**Moved By** TBD

---

### PUBLIC INTEREST RATIONALE

To prepare for proclamation of the Psychology and Applied Behaviour Analysis Act, 2021, the College must amend its By-laws to now include the profession of applied behaviour analysis and the regulation of Behaviour Analysts. To ensure the effective integration of the profession of applied behaviour analysis into the College, additional housekeeping amendments to the By-laws are necessary. These amendments are intended to address minor inconsistencies and operational details that have emerged since the initial By-law amendments were approved. The College's mandate is to serve and protect the public interest, and these amendments are crucial for maintaining the integrity and functionality of the College's governance structure.

---

### BACKGROUND

On March 21, 2024, following a public consultation conducted in December 2023, the Council approved the initial amendments to the By-laws to incorporate the profession of applied behaviour analysis, in preparation for the proclamation of the Psychology and Applied Behaviour Analysis Act, 2021, effective July 1, 2024. The consultation ensured that the members and stakeholders were given the opportunity to provide their feedback. Since the initial approval, additional housekeeping amendments have been identified to further refine the By-laws. These amendments do not involve substantial changes but rather focus on procedural clarifications to ensure consistency in the College's governance documents and operational procedures. Given the non-substantive nature of these changes, no further public consultation is required at this stage.

Housekeeping amendments typically involve non-substantive changes such as clarifying procedural details, correcting typographical errors, and updating terminology among others. These adjustments are essential to support the smooth functioning of the College as it expands to include Behaviour Analysts.

---

### PROPOSED AMENDMENTS

The proposed amendments focus on refining election procedures to ensure fair and seamless inclusion of Behaviour Analysts for effective participation and representation within the College's governance structure.

Attached is a table outlining the specific housekeeping amendments proposed to the By-laws to include the profession of applied behaviour analysis.

---

**RISK**

Should the additional amendments to the By-laws not be approved, it poses the risk of the College not having the governance procedures ready for the proclamation of the new Act.

---

**BUDGETARY IMPLICATIONS**

None.

---

**NEXT STEPS**

Upon approval of the Council, the changes will be included in the College By-laws effective July 1, 2024.

---

**ATTACHMENTS**

1. Summary 3-Column Chart with Proposed Amendments to the College By-laws
2. By-Law 20: *Election To Council, Qualifications, Terms of Office And Conditions for Disqualification* with tracked changes

---

**CONTACT FOR QUESTIONS**

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

Current	Proposed Change	Rationale
<i>By-law 20: Elections to Council, Qualifications, Terms of Office and Conditions for Disqualification</i>		
<p><b>Eligibility for Election</b></p> <p>20.7 (1) A member is eligible for election to the Council in Electoral Districts 1, 2, 3, 4, 5, and 6 if, on the date of the election,...</p> <p>(g) the member is not and has not been within one year before the date of the election, a director, officer, board, committee, or staff of any professional psychological association involved in the advocacy for the profession;</p> <p>New</p>	<p><b>Eligibility for Election</b></p> <p>20.7 (1) A member is eligible for election to the Council in Electoral Districts 1, 2, 3, 4, 5, and 6 if, on the date of the election,...</p> <p>(g) the member is not and has not been within one year before the date of the election, a director, officer, board, committee, or staff of any professional <del>psychological</del> association involved in the advocacy for the professions;</p> <p>(3) A member is eligible for election to the Council in Electoral District 8 if, on the date of the elections, the member holds a certificate authorizing autonomous practice as a Behaviour Analyst; and,</p> <p>(a) the member meets the criteria set out in section 20.7 (1) excluding (b) of this By-law.</p>	<p><u>Removed to clarify applicability to all professional associations, including applied behaviour analysis.</u></p>
<p><b>Disqualification of Elected or Appointed Members</b></p> <p>20.16.(1) The Council shall disqualify an elected or appointed member from sitting on the Council if the elected or appointed member,</p> <ol style="list-style-type: none"> <li>a. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee;</li> <li>b. is found to be an incapacitated member by a panel of the Fitness to Practise Committee;</li> <li>c. fails, without cause, to attend two consecutive regular meetings of the Council;</li> <li>d. fails, without cause, to attend two consecutive meetings of a committee of which they are a member;</li> </ol>	<p><b>Disqualification of Elected or Appointed Members</b></p> <p>20.16.(1) The Council shall disqualify an elected or appointed member from sitting on the Council if the elected or appointed member,</p> <ol style="list-style-type: none"> <li>a. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee;</li> <li>b. is found to be an incapacitated member by a panel of the Fitness to Practise Committee;</li> <li>c. fails, without cause, to attend two consecutive regular meetings of the Council;</li> <li>d. fails, without cause, to attend two consecutive meetings of a committee</li> </ol>	<p><u>Removed to clarify applicability to all professional associations, including applied behaviour analysis.</u></p>

<ul style="list-style-type: none"> <li>e. ceases to be eligible to vote in the electoral district for which the member was elected;</li> <li>f. becomes a director, officer, board, committee or staff of any professional psychological association involved in the advocacy of the profession;</li> <li>g. ceases to hold a certificate of registration for a Psychological Associate if the member was elected to Electoral District 7;</li> <li>h. ceases to meet the requirements of section 20.8 (1) if the member was appointed to District 8; or,</li> <li>i. has been convicted of contravening a federal, provincial or territorial law, and after consideration of all of the circumstances, two-thirds of the eligible voting members of Council vote to disqualify the member.</li> </ul>	<p>of which they are a member;</p> <ul style="list-style-type: none"> <li>e. ceases to be eligible to vote in the electoral district for which the member was elected;</li> <li>f. becomes a director, officer, board, committee or staff of any professional <del>psychological</del> association involved in the advocacy of the professions;</li> <li>g. ceases to hold a certificate of registration for a Psychological Associate if the member was elected to Electoral District 7;</li> <li>h. ceases to hold a certificate of registration for a Behaviour Analyst if the member was elected to Electoral District 8;</li> <li>i. ceases to meet the requirements of section 20.8 (1) if the member was appointed to District 9; or,</li> <li>j. has been convicted of contravening a federal, provincial or territorial law, and after consideration of all of the circumstances, two-thirds of the eligible voting members of Council vote to disqualify the member.</li> </ul>	
--	---	--

---

## BY-LAW 20: ELECTION TO COUNCIL, QUALIFICATIONS, TERMS OF OFFICE AND CONDITIONS FOR DISQUALIFICATION

[Approved by Council December 1999; last amended March 11, 2022]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

### Electoral Districts

20.1 The following electoral districts are established for the purpose of the election of members to the Council.

- (1) Electoral District 1 (North) to be composed of the districts of Kenora, Rainy River, Thunder Bay, Cochrane, Algoma, Timiskaming, Manitoulin, Nipissing, and Parry Sound, and the City of Greater Sudbury.
- (2) Electoral District 2 (Southwest) to be composed of the counties of Bruce, Grey, Huron, Perth, Wellington, Dufferin, Lambton, Middlesex, Oxford, Brant, Essex, Kent, Elgin, Norfolk and Haldimand and the Regional Municipality of Waterloo.
- (3) Electoral District 3 (Central) to be composed of the District Municipality of Muskoka, and the counties of Haliburton, Hastings, Lennox and Addington, Frontenac, Simcoe, Northumberland, and Prince Edward, City of Peterborough, City of Kawartha Lakes and the Regional Municipalities of Halton, Hamilton-Wentworth, and Niagara, and the Regional Municipality of Durham (less the Towns of Whitby and Ajax and the Cities of Pickering and Oshawa), the Regional Municipality of York (less the City of Vaughan, and Towns of Richmond Hill and Markham), and the Regional Municipality of Peel (less the Cities of Mississauga and Brampton).
- (4) Electoral District 4 (East) to be composed of the counties of Lanark, Renfrew, Leeds and Grenville, Prescott and Russell, Stormont, Dundas and Glengarry, and the City of Ottawa.
- (5) Electoral District 5 (GTA East) to be composed of the addresses within the City of Toronto which have postal codes beginning with M1, M2, M3, and M4, and the City of Vaughan, Town of Richmond Hill, Town of Markham, City of Pickering, City of Ajax, Town of Whitby and City of Oshawa.
- (6) Electoral District 6 (GTA West) to be composed of the addresses within the City of Toronto which have postal codes beginning with M5, M6, M7, M8, and M9 and the City of Mississauga and the City of Brampton.
- (7) Electoral District 7 (Psychological Associates) to be composed of the constituency of Psychological Associates.
- (8) Electoral District 8 (Behaviour Analysts) to be composed of the constituency of Behaviour Analysts.
- (9) District 9 (Academic) to be composed of professional training programs in psychology at Post-Secondary Educational Institutions in Ontario granting graduate level degrees in psychology and professional training programs at Post-Secondary Educational Institutions in Ontario granting degrees with specialization in applied behaviour analysis.

### **Eligibility to Vote**

- 20.2. (1) A member who, on the date of the election, holds a certificate authorizing autonomous, interim autonomous or supervised practice, or an academic, inactive or retired certificate of registration is eligible to vote.
- (2) The electoral district in which a member is eligible to vote is the district in which, on January 1 of the year in which an election is held, the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.
- (3) A member holding a certificate of registration as a Psychological Associate is eligible to vote in Electoral District 7 or in the electoral district of the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.
- a. A member holding a certificate of registration as a Psychological Associate may submit a declaration to choose to vote in Electoral District 7 or in the electoral district of the member's primary place of work as provided to the College, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides. If no choice is made, the member shall be eligible to vote in Electoral District 7 (Psychological Associate). A member may not change their declaration for three years.
- (4) A member holding a certificate of registration as a Behaviour Analyst is eligible to vote in Electoral District 8.
- (5) A member shall vote in only one electoral district.
- (6) Notwithstanding Section (5), a member who holds a certificate of registration to practise psychology and a certificate of registration to practise applied behaviour analysis may vote in the electoral district in which they are eligible to vote in accordance with Section (2) and in Electoral District 8 in accordance with Section (4).

### **District 9 (Academic) Representation**

20.3. The members representing District 9 (Academic) are appointed to Council by the Executive Committee, upon the joint recommendation of the professional training programs in psychology or applied behaviour analysis. The professional training programs are composed of faculty in psychology or in applied behaviour analysis from Post-Secondary Educational Institutions in Ontario granting graduate level degrees in psychology, or in a department that offers a specialization in applied behaviour analysis, from which graduates are eligible for registration with the College.

### **Number of Members Elected/Appointed**

- 20.4. (1) The number of members to be elected in each of Electoral Districts 1, 2, 3, 4, 5, 6, and 7 is one. The number of members to be elected in Electoral District 8 (Behaviour Analysts) is three.
- (2) The number of members to be appointed to District 9 (Academic) is at least two and no more than four. At least one of the members selected belongs to a faculty of a department of psychology and at least one of the members selected belongs to a faculty of a department that offers a specialization in applied behaviour analysis.

### **Terms of Office**

- 20.5. (1) The term of office of a member elected to the Council is three years.

- (2) Notwithstanding paragraph (1), the term of office of a member appointed to Council for District 9 (Academic) is two years.
- (3) Notwithstanding paragraph (1), the term of office for members elected in 2024, on a date to be determined by Council, to Electoral District 8, will be in accordance with Section 20.6 (4) (i) and (ii). The term for all members elected to Council in District 8, after the 2024 election, is three years.

### **Election/Appointment Date**

- 20.6. (1) In March 2019 and every third year after that, an election of members to the Council shall be held for Electoral Districts 1, 2 and 3.
- (2) In March 2020 and every third year after that, an election of members to the Council shall be held for Electoral Districts 4 and 7.
  - (3) In March 2018 and every third year after that, an election of members to the Council shall be held for Electoral Districts 5 and 6.
  - (4) An election of three members to the Council shall be held in 2024 in Electoral District 8 on a date to be determined by Council.
    - i. The two members elected with the highest and second highest number of votes are elected for a three-year term ending in June 2027, with the next election to be held in March 2027 and every third year after that.
    - ii. The member elected with the third highest number of votes is elected for a two-year term ending in June 2026, with the next election to be held in March 2026 and every third year after that.
    - iii. If the number of candidates nominated for Electoral District 8 is equal to the number of members to be elected in the electoral district, the Registrar shall determine the length of the initial term for each candidate by lot.
  - (5) The Council shall set the date in March for each election of members to the Council.
  - (6) A member elected or appointed to Council shall take office at the first Council meeting following the election or appointment.

### **Eligibility for Election**

- 20.7. (1) A member is eligible for election to the Council in Electoral Districts 1, 2, 3, 4, 5, and 6 if, on the date of the election,
- (a) the member holds a certificate of registration authorizing autonomous practice, or an inactive certificate of registration.
  - (b) the member is engaged in the practice of psychology in the electoral district for which they are eligible to vote, or, if the member is not engaged in the practice of psychology in Ontario, is a resident in the electoral district for which they are nominated;
  - (c) the member is not in default of payment of any fees prescribed in the fees By-law;
  - (d) the member's certificate of registration has not been revoked or suspended in the six

- years preceding the date of election;
- (e) the member's certificate of registration has not been subject to a term, condition or limitation as a result of a disciplinary action within the last two years;
  - (f) the member is not in default of any obligation to the College under a regulation, including the Quality Assurance Regulation, By-law, Specified Continuing Educational or Remediation Program (SCERP) or Undertaking;
  - (g) the member is not and has not been within one year before the date of the election, a director, officer, board, committee, or staff of any professional ~~psychological~~-association involved in the advocacy for the profession/s;
  - (h) the member does not hold, and has not held, within one year before the date of the election, a position which would cause the member, if elected as a member of Council, to have a conflict of interest by virtue of having competing fiduciary obligations to both the College and another organization;
  - (i) the member has not been an employee of the College (whether on contract or permanent, on a full-time or part-time basis for at least one year preceding the election);
  - (j) the member is not a member of the Council or of a Committee of any other College regulated under the *Regulated Health Professions Act, 1991*; and,
  - (k) prior to the member submitting a nomination form and nomination statement for the election, the member has completed any orientation program specified by the College relating to the business and governance of the College and the duties, obligations and expectations of the Council and Committee members.
- (2) A member is eligible for election to the Council in Electoral District 7 if, on the date of the elections, the member holds a certificate authorizing autonomous practice as a Psychological Associate; and,
- (a) the member meets the criteria set out in section 20.7.(1) excluding (b) of this By-law.
- (3) A member is eligible for election to the Council in Electoral District 8 if, on the date of the elections, the member holds a certificate authorizing autonomous practice as a Behaviour Analyst; and,
- (a) the member meets the criteria set out in section 20.7 (1) excluding (b) of this By-law.

#### **Eligibility for Appointment to District 9 (Academic)**

- 20.8. (1) A member is eligible for appointment to the Council in District 9 if on the day of appointment,
- (a) the member holds a full-time appointment as a faculty member in a CPA accredited or equivalent program in a department of psychology of a degree granting institution in Ontario which grants graduate level degrees in psychology, or
  - (b) the member holds a full-time appointment as a faculty member in a department of a degree granting institution in Ontario offering a specialization in applied behaviour analysis from which graduates are eligible for registration with the College; and
  - (c) the member meets the criteria set out in section 20.7.(1) excluding (b) of this By-law.
  - (d) Despite paragraphs (a) and (b), at any given time, members appointed to the Council may:
    - i. Have retired within the previous two year and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program; or
    - ii. Hold an adjunct appointment in a faculty of a department of psychology, or a specialization in applied behaviour analysis, of a degree granting institution



in Ontario which grants graduate level degrees in psychology or in applied behaviour analysis and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program.

- (2) Academic appointees will be considered for up to three terms so long as the member of Council continues active involvement with the training program.

#### **Registrar to Supervise Nominations**

20.9. The Registrar shall supervise the nomination of candidates.

#### **Notice of Election and Nominations**

20.10. No later than 90 days before the date of an election, the Registrar shall notify every member who is eligible to vote of the date, time and place of the election and of the nomination procedure.

#### **Notice of Election and Nominations for Inaugural Elections for Electoral District 8:**

20.10.1 Despite Section 20.10, for the first election for Electoral District 8 immediately following proclamation of the *Psychology and Applied Behaviour Analysis Act, 2021*, and no later than 60 days before the date of an election, the Registrar shall notify every member who is eligible to vote in Electoral District 8 of the date, time and place of the election and of the nomination procedure. This provision is revoked immediately following the inaugural election for Electoral District 8 in 2024.

#### **Nomination Procedure**

- 20.11.(1) The member may be a candidate for election in only one electoral district in which they are an eligible voter.
  - (a) a member recommended by the training programs to serve in District 9 (Academic) may not be nominated in a geographic electoral district.
- (2) The nomination of a candidate for election as a member of the Council shall be provided to the Registrar, in the form established by the Registrar at least 30 days before the date of the election.
- (3) The nomination shall be agreed to by the candidate and endorsed by at least 5 members who support the nomination and who are eligible to vote in the electoral district in which the election is to be held.
- (4) At least 45 days before the date of the election, the Registrar shall notify every member who is eligible to vote of the nominations received, if any, and that further nominations will be received until 30 days before the date of the election.
- (5) A candidate may withdraw their nomination for election to the Council by giving notice to the Registrar in writing not less than 30 days before the date of the election.
- (6) No less than 30 days before the date of the election, a member nominated for election shall provide the Registrar with a one page biographical note and a candidate's statement.

#### **Nomination Procedure for Inaugural Elections for Electoral District 8:**

20.11.1 Despite Section 20.11, for the first election for Electoral District 8 immediately following proclamation of the *Psychology and Behaviour Analysis Act, 2021*:

- (1) The member may be a candidate for election in Electoral District 8, only if they hold a certificate of

registration as a Behaviour Analyst and are not currently a member of Council.

- (a) a member recommended by the training programs to serve in District 9 (Academic) may not be nominated in Electoral District 8.
- (2) The nomination of a candidate in Electoral District 8 for election as a member of the Council shall be provided to the Registrar, in the form established by the Registrar at least 35 days before the date of the election.
- (3) The nomination shall be agreed to by the candidate and endorsed by at least 2 members who support the nomination and who are eligible to vote in Electoral District 8.
- (4) A candidate may withdraw their nomination for election to the Council by giving notice to the Registrar in writing not less than 30 days before the date of the election.
- (5) No less than 30 days before the date of the election, a member nominated for election shall provide the Registrar with a one page biographical note and a candidate's statement.

Section 20.11.1 is revoked immediately following the inaugural election for Electoral District 8 in 2024.

#### **Acclamation**

20.12. If the number of candidates nominated for an electoral district is equal to the number of members to be elected in the electoral district, the Registrar shall declare the candidates to be elected by acclamation.

#### **Registrar's Electoral Duties**

- 20.13.(1) The Registrar shall supervise and administer the election of candidates and, for the purpose of carrying out that duty the Registrar may, subject to the By-laws,
- a. appoint returning officers and scrutineers;
  - b. establish a deadline for the receiving of ballots;
  - c. establish procedures for the opening and counting of ballots;
  - d. provide for the notification of all candidates and members of the results of the election; and,
  - e. provide for the destruction of ballots following an election.
- (2) No later than 15 days before the date of an election, the Registrar shall make available to every member eligible to vote in an electoral district in which an election is to take place
- i. a list of the candidates in the electoral district;
  - ii. each candidate's biographical note and statement;
  - iii. a ballot; and,
  - iv. an explanation of the voting procedure as set out in the By-laws.

#### **Tie Votes**

20.14 If there is a tie in an election of members to the Council, the Registrar shall break the tie by lot.

#### **Recounts**

- 20.15.(1) A candidate may require a recount by giving a written request to the Registrar no more than 10 business days after the date of an election.
- (2) The Registrar shall hold the recount no more than five business days after receiving the request.

### **Disqualification of Elected or Appointed Members**

- 20.16.(1) The Council shall disqualify an elected or appointed member from sitting on the Council if the elected or appointed member,
- a. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee;
  - b. is found to be an incapacitated member by a panel of the Fitness to Practise Committee;
  - c. fails, without cause, to attend two consecutive regular meetings of the Council;
  - d. fails, without cause, to attend two consecutive meetings of a committee of which they are a member;
  - e. ceases to be eligible to vote in the electoral district for which the member was elected;
  - f. becomes a director, officer, board, committee or staff of any professional ~~psychological~~ association involved in the advocacy of the profession/s;
  - g. ceases to hold a certificate of registration for a Psychological Associate if the member was elected to Electoral District 7;
  - h. ceases to hold a certificate of registration for a Behaviour Analyst if the member was elected to Electoral District 8;
  - i. ceases to meet the requirements of section 20.8 (1) if the member was appointed to District 9; or,
  - j. has been convicted of contravening a federal, provincial or territorial law, and after consideration of all of the circumstances, two-thirds of the eligible voting members of Council vote to disqualify the member.
- (2) An elected or appointed member of the Council may submit an application for any position of employment with the College so long as they first provide an irrevocable written resignation of their Council seat to the President. Upon provision of such resignation the member shall be immediately disqualified from sitting on the Council.
- (3) An elected or appointed member who is disqualified from sitting on the Council ceases to be a member of the Council.

### **Filling of Vacancies**

- 20.17.(1) If the seat of an elected Council member becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,
- a. leave the seat vacant;
  - b. appoint as an elected member, the candidate, if any, who had the most votes of all the unsuccessful candidates in the last election of Council members for that electoral district; or
  - c. direct the Registrar to hold an election in accordance with this By-law for that electoral district.
- (2) If the seat of a Council member appointed to represent District 9 (Academic) becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,
- a. leave the seat vacant; or
  - b. direct the Executive to appoint a member to represent District 9 (Academic), upon joint the recommendation of the training programs.
- (3) If the seat of an elected Council member becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Council shall direct the Registrar to hold an election in accordance with this By-law for that electoral district.

- (4) If the seat of a member appointed to represent District 9 (Academic) becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Executive shall appoint a member to represent District 9 (Academic) upon the joint recommendation of the training programs.
- (5) The term of a member elected or appointed under clauses (1), (2), (3) or (4) shall continue until the time the former Council member's term would have expired.

---

## BRIEFING NOTE

2024.04.04H

---

### JUNE 2024 COUNCIL MEETING

## APPOINTMENT OF SIGNING OFFICERS

### STRATEGIC DIRECTION REFLECTION

*Continuous Quality Improvement Culture*

---

### MOTION FOR CONSIDERATION

As [TBD] has been elected President and [TBD] elected as Vice-President; that their names be added to the list of signing officers; and

As Dr. Wanda Tower's term as Council President has ended and Dr. Archie Kwan's term on Council has ended, that their names be removed from the list of Signing Officers as of June 14, 2024; and

As the President and Vice President resides outside of the GTA, that Dr. David Kurzman and Dr. Rachel Wayne be added to the list of signing officers as per Section 9.8.5 of By-law 9: Banking and Finance.

**Moved By** TBD

---

### BACKGROUND

*By-law 9: Banking and Finance* requires that:

- 9.8.1 For any amount, either the Registrar or the Deputy Registrar plus one of the President, the Vice President, or a member or members of Council appointed in accordance with Section 9.8.5;
- 9.8.2 For amounts up to \$7,500, the Registrar and the Deputy Registrar; or either the Registrar or the Deputy Registrar plus either the Director, Registration, the Director, Investigations and Hearings or the Director, Corporate Services;
- 9.8.3 Notwithstanding the above, for amounts up to \$35,000, the signing officers identified in 9.8.2 shall also be authorized to sign all cheques for: (1) mandatory employer remittances to the Canada Customs and Revenue Agency including payroll deductions and employer contributions; (2) monthly rent or mortgage payments for College premises; and (3) monthly premium payments for employee benefits.
- 9.8.4 Signing officers shall be provided with a duly approved invoice or purchase order in support of any cheque to be signed.
- 9.8.5 For purposes of paragraph 9.8.1, where either the President or the Vice-President resides in the Greater Toronto Area (GTA), Council shall appoint as a signing officer one other member of the Council who resides in the GTA. If neither the President nor the Vice-President resides in the GTA, Council shall appoint as signing officers two other members of the Council who reside in the GTA.

---

### CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

## STRATEGIC DIRECTION 2023-2028

2024.04.05A

### **MISSION** *[Why we exist]*

To protect the public through the responsible regulation of psychological care.

### **VISION** *[What we aspire to be]*

Excellence in self-regulation and quality psychological care for the people of Ontario.

### **VALUES** *[What we uphold in all our activities]*

Beneficence: The College functions in service of the public good.

Dignity: The College treats all persons and peoples with dignity.

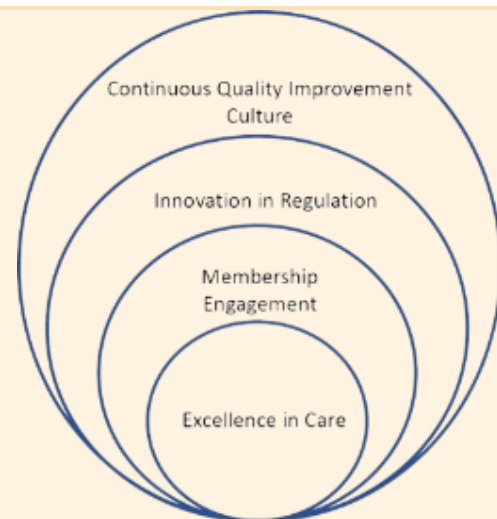
Fairness: The College approaches decisions in a just, reasonable and impartial manner.

Accountability: The College acts as a self-sustaining, responsible steward of resources grounded in the fiduciary duty to the public.

Integrity: The College acts honestly, ethically, and responsibly.

### **STRATEGIES** *[How we accomplish our Mission]*

Strategy 2023-2028 is an ecological model that will focus on five interrelated priorities. At the core of the strategy is excellence in care, ensuring that the public receives ethical, safe, and high-quality services. Quality care is delivered through our registrants/members who have expertise to impart upon their peers and who participate on College Council, Committees, and Workgroups. The College will need to continue to modernize its regulation practices to best meet the needs of the public, now, and into the future (including “Right-Touch Regulation”). Encapsulating the overall strategy is a commitment to continuous quality improvement of College processes with a focus on maximizing value and minimizing waste.



This work will be informed by principles that will guide the College in all of its activities:

- Cultivate a College culture of humility grounded in a growth mindset.
- Apply innovative and proportionate approaches to regulation.
- Engage members to impart expertise to each other and the communities they serve.
- Remain agile in responding to advancements in society, technology, and the profession to meet the needs of Ontarians.

## 2023-2028 IMPLEMENTATION CHART - UPDATED MAY 31, 2024

Agenda Key	Strategies	Recent Activities	In Development
S1	Excellence in Care		<ul style="list-style-type: none"> <li>• Review of the <i>Standards of Professional Conduct, 2017</i> (June 2023)</li> <li>• <b>Approved by Council (May 2024)</b></li> <li>• <b>Draft Health Equity Impact Assessment Completed (May 2024)</b></li> </ul>
S2	Membership Engagement	<ul style="list-style-type: none"> <li>• Barbara Wand Seminar (June 2023)</li> <li>• Registrar Virtual Visit with UTSC Clinical Psychology Graduate Students (July 2023)</li> <li>• Joint Presentation with Registrar and President of OPA to Ontario Shores Mental Health Sciences Centre: The Ethical Imperative of Psychology in Hospitals (July 2023)</li> <li>• Registrar and Deputy Registrar: ONTABA Board Meeting Presentation on ABA (virtual; August 2023)</li> <li>• Amendments to <i>By-law 18: Fees</i> (September 2023)</li> <li>• Inaugural members' article in <i>HeadLines</i> series, <i>Zeitgeist</i>, published (October 2023)</li> <li>• Registrar Virtual Visit, Kinark Child &amp; Family Services (October 2023)</li> <li>• ABA Stakeholder Customized Sessions (October 2023 – Present)</li> <li>• Registrar Virtual Visit, Association of Psychology Leaders in Ontario Schools meeting</li> </ul>	

		<ul style="list-style-type: none"> <li>• Registrar Virtual Visit to University of Guelph (October 2023)</li> <li>• Ontario Psychological Association, 76<sup>th</sup> Annual Conference. The Dos and Don'ts of Advertising a Psychology Practice: The Registrar's Perspective (November 2023)</li> <li>• Registrar's Visit to WesternU – Graduate</li> <li>• Ethics Class (November 2023)</li> <li>• Registrar's Visit to OISE Consortium Pre- Doctoral Residency Meeting (November 2023)</li> <li>• Registrar's Visit to the Toronto Catholic District School Board (December 2023)</li> <li>• Queen's University Clinical Psychology Graduate Students Meeting (January 2024)</li> <li>• CityWide Ethics Seminar – Ottawa Region Psychology Residents (January 2024)</li> <li>• Joint Presentation with Grant McArthur, Manager, Media and Digital, Australian Health Practitioner Regulation Agency and Zimra Yetnikoff, Director, Investigations &amp; Hearings; CLEAR, "Media Scrutiny and Public Outrage – How Can Regulators Respond?" (January 2024)</li> <li>• Ottawa Psychology Hospital Community Meeting (February 2024)</li> <li>• <b>ABA Stakeholder Customized Sessions (October 2023 – Present): 21 sessions</b></li> </ul>	
--	--	---	--



		<ul style="list-style-type: none"> <li>• <b>On-site Visit to CAMH: ABA Regulation (March 2024)</b></li> <li>• <b>ONTABA and College: Q&amp;A Video (April 2024)</b></li> <li>• <b>Registrar Virtual Visit, BrockU: ABA Faculty (April 2024)</b></li> <li>• <b>Ottawa Mentorship Group, Ottawa Academy of Psychology (April 2024)</b></li> <li>• <b>Registrar’s Visit to Thunder Bay (scheduled for June 13 2024)</b></li> </ul>	
S3	Innovation in Regulation	<ul style="list-style-type: none"> <li>• Pilot project to assess all CFTA candidates on their competence to perform the controlled act of communication of a diagnosis. (June 2023)</li> <li>• ABA Knowledge Examination Blueprint (June 2023)</li> <li>• ABA Transitional Guidelines for Registration (June 2023)</li> <li>• ABA Regulations (General, Registration, Professional Misconduct) approved by MOHLTC – proclamation date announced, July 1, 2024.</li> <li>• ABA Regulation – Intercollege Collaboration: Shared FAQ information (November 2023)</li> <li>• ACPRO MOU: Limited Interjurisdictional Telepsychology Signed (January 2024)</li> <li>• Deloitte Ontario Health Regulatory College Roundtable (January 2024)</li> <li>• Temporary Emergency Registration Regulations for ABA Submitted to MOH (February 2024)</li> <li>• <b>Yetnikoff and DeBono, Oral Presentation, Tuesday April 16: Infonex: Where to Draw the Fine Line: Reacting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Pursue amendments to O.Reg. 74/15 under the Psychology Act, 1991 to discontinue Master’s level registration and at that time, grant the title Psychologist to all existing Psychological Associates. (September 2019) <ul style="list-style-type: none"> <li>• Research &amp; Report Approved by Council (March 2024)</li> </ul> </li> <li>• By-laws Approved (March 2024)</li> <li>• <b>Ontario-BC MOU Intention Document Signed (April 2024)</b></li> </ul>

		<p><b>to Registrant Conduct Outside the Workplace (April 2024)</b></p> <ul style="list-style-type: none"> <li><b>Yetnikoff et al. ABA Training Day for College Case Managers, Legal Counsel, and Partners in Regulation (May 2024)</b></li> </ul>	
S4	Continuous Quality Improvement Culture		<ul style="list-style-type: none"> <li>Financial analysis of programs and processes Internal examinations, JEE &amp; Orals (November 2023)</li> </ul>

**The items shown in BLUE have been added by the Registrar since May 2024 as activities undertaken in service of the College's Strategic Directions 2023-2028.**



110 Eglinton Avenue West, Suite 500  
Toronto, Ontario, Canada M4R 1A3  
T: 416.961.8817 1.800.489.8388  
F: 416.961.2635 [www.cpo.on.ca](http://www.cpo.on.ca)